Application for Transportation Operating Assistance

FY2025 Rural Operating Assistance Program (ROAP) Funds

Name of Applicant (County)	**Mecklenburg County**
County Manager	**Dena R. Diorio**
County Manager's Email Address	Dena.Diorio@mecklenburgcountync.gov
County Finance Officer	**David Boyd**
CFO's Email Address	David.Boyd@mecklenburgcountync.gov
CFO's Phone Number	980.314.2688
Person Completing this Application	**Gina Merrell**
Person's Job Title	Grant Development Administrator
Person's Email Address	Gina.Merrell@mecklenburgcountync.gov
Person's Phone Number	980.355.4067
Community Transportation System	**Mecklenburg Transportation System**
Name of Transit Contact Person	Masie Jones
Transit Contact Person's Email Address	Masie.Jones@mecklenburgcountync.gov

Application Completed by: _____*Gina Merrell*_____ Date: 9/12/2024
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 final monthly 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 purposes 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: _____*Kim Henderson*_____ Date: 9/12/2024
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.

FY2025 ROAP Program Schedule

Application Deadline   **October 4, 2024**

<u>Anticipated</u> Funds Disbursement   **Week of October 28, 2024****

** *Applications not submitted into EBS by October 4th will delay disbursement of funds until the application is submitted and reviewed.*

*Counties with unspent FY24 funds will retain the funds and the disbursement will be adjusted accordingly.

*Monthly reports are due via SmartSheet 45 days following reporting period (i.e., July reporting period, report due September 15th)

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.
- **<u>ROAP funds are expended only on eligible activities *as described in Appendix A of the ROAP Guidance.*</u>**
- **<u>Supporting documentation of expenditures by all sub-recipients is required.</u>**
- 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 in one disbursement however, if it is determined that a single disbursement is not possible, 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? If no, how were recommendations made and by whom (*Funds are allocated based on the recommendation of Division and MTS leadership*) How many individuals assisted in the determination? (*3*)		**X**
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**	
Financial Management of ROAP Funds	Yes	No
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? (*Include a sample agreement with application*)		
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? (*Their procurement practices will need to meet all federal and state requirements for procurement of professional services.*)	**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**	
Monitoring and Oversight Responsibilities	Yes	No
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? **Currently, records are collected using TransWeb, RouteMatch scheduling and routing systems and trip records.**	**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? (*Matching funds for operating assistance or purchase of service only.*)

      5310 – Elderly Individuals and Individuals with Disabilities Program No
      5311 - Non-urbanized Area Formula Program No
      5316 – Job Access and Reverse Commute Program (JARC) No
      5317 – New Freedom Program No

K. Will any of the subrecipients use their ROAP sub-allocation as matching funds for any of the following programs? *(Matching funds for operating assistance or purchase of service only.)* **(Continued)**

       Rural State Operating Program No
       Capital Cost of Contracting Program No

L. Will any of the subrecipients charge a fare for a ROAP funded trip? If yes, which programs. $1.50 in fares will be charged.

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? Customers complete a Transportation Assessment Form (TAF) typically by phone. References from the State system and the Department's ISSI application are also used. EMP and RGP funds will be applied for use under EDTAP.