

Human Services

GoWake Access Transportation 4401 Bland Road P.O. Box 46833 Raleigh, NC 27602 Wakegov.com/GoWake

Phone: 919-250-3829 Fax: 919-212-7667

September 27, 2024

To: David Ellis, County Manager

Patrick Flanary, Chief Finance Officer

Through: Antonia Pedroza, Interim Director, Health and Human Services

From: Annemarie Maiorano, Deputy Director, Health and Human Services

Anita Davis, Medicaid Transportation Manager, Health and Human Services

Subject: ROAP Application Approval

Please find attached the Rural Operating Assistance Program (ROAP) grant application and certified statement for your approval and signature. ROAP is a publicly funded transportation program that is administered annually by the North Carolina Department of Transportation (NCDOT) to eligible applicants only, such as county governments or regional public transportation authorities. NCDOT has allocated \$751,185 to Wake County Health and Human Services/GoWake Access Transportation to provide transportation services to the County's citizens. The grant application and certified statement are due to NCDOT by October 4, 2024.

ROAP includes the following funding project categories:

Elderly and Disabled Transportation Program (EDTAP) to provide operating assistance for the transportation of the state's elderly and disabled citizens.

Employment (EMPL) to help County Economic Services clients that have transitioned off Work First or Temporary Assistance to Needy Families (TANF) in the previous 12 months. Funds can also be used by members of the general public to travel to work, employment training, and/or other employment related destinations.

Rural General Public (RGP) to provide transportation services for individuals from the County who do not have a human service agency or organization that will pay for transportation service within a rural area.

The funds received by Wake County Health and Human Services/GoWake Access will enable HHS to continue providing transportation services to over 50,000 people in Wake County. These funds are in addition to the funding received through Wake Transit and other Federal grants, which support on-demand services for Elderly/Disabled, Rural Communities, and Employment related transportation. The period of performance will end on June 30, 2025.

Thank you for your consideration.

-Signed by:

Annemarie Maiorano

Annemarie Maiorano Deputy Director Health and Human Services —signed by: Antonia Pedroza

Antonia Pedroza, MBA, MHA Interim Director Health and Human Services

Attachments

GRANT APPLICATION SUMMARY CHECKLIST

Initiator: Anita Davis

Program Manager: Anita Davis Grants Supervisor: Sharetta Farmer

TITLE OF GRANT:	Rural Operating Assistance Pro	gram (ROA	P)				
HISTORY OF FUNDING (circle	Description:	g (9) 32 (329)	201 10192A (01.2 2 100				
one)	Wake County/GoWake has historically applied for this fund						
_ x Grant Application	allocation that provides trips for the Elderly/Disabled, Rural,						
_ Grant Renewal _ Letter of Intent	Employment.						
Letter of intent							
FUNDING SOURCE:							
APPLICATION DUE DATE:	10/4/24; Requesting by 10/2/2	024					
TERM OF GRANT:	FY25 July 1, 2024-June 30th, 20	025					
TOTAL AMOUNT REQUESTED:	\$751,185						
WCHS OBLIGATION/In-	No Match Required						
kind/Match requirement:							
STAFF ANTICIPATED:	GoWake Staff/Contracted Vend						
BRIEF DESCRIPTION:	The Rural Operating Assistance	-	6.1				
	public transportation program a						
	Department of Transportation I						
	County governments or regiona						
	pursuant to Article 25 or Article						
	Statutes (upon written agreeme						
	are the only eligible applicants						
	following funding project categ						
QUALITY CONTROL:	x_Program Manager will monitor performance						
POTENTIAL LIABILITIES	n/a						
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Accounting Template	Revenue Source or Object	Amount	Grant Type (Check one)	
46827T	S362 Elderly & Disabled Transportation	\$369,139	New Grant Application	
46828T	S370 NCDOT Employment Transportation Grant	\$263,179	Grant Renewal	×
46829T	S364 Rural General Public Transportation	\$118,867	Multi-year Grant	
			One-time Funding Allocation	

CERTIFIED STATEMENT FY2025

RURAL OPERATING ASSISTANCE PROGRAM

County of Wake

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Integrated Mobility Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e., CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race, or gender (FTA C 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2024 to June 30, 2025 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Wake North Carolina certify that the following statements are true and accurate:

- The county employed a documented methodology for sub-allocating ROAP funds that involved the
 participation of eligible agencies and citizens. Outreach efforts to include the participation of the
 elderly and individuals with disabilities, persons with limited English proficiency, minorities and lowincome persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program
 requirements and restrictions, eligible program expenses and reporting requirements. The county will
 be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent
 on allowable activities and that the eligibility of service recipients is being properly documented. The
 county will maintain records of trips for at least five years that prove that an eligible citizen was
 provided an eligible transportation service on the billed date, by whatever conveyance at the specified
 cost.
- The county will be responsible for monitoring the safety, quality, and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county will notify the Regional Grant Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in monthly reports to NCDOT Integrated Mobility Division or its designee. Back-up documentation is required to support the monthly reports, failure to provide documentation will affect future disbursements. The June report will be considered the annual report.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amount of FY2025 Rural Operating Assistance Program funds: *Allocated funds are found in the Disbursed tab on the Adjusted ROAP Allocation sheet and do not include FY24 Carryover funds.

State-Funded Rural Operating Assistance Program	Allocated*(Disbursed)	Requested	
Elderly and Disabled Transportation Assistance Program (EDTAP)	<u>\$369,139</u>	<u>\$369,139</u>	
Employment Transportation Assistance Program (EMPL)	<u>\$263,179</u>	S263,179	
Rural General Public Program (RGP)	<u>\$118,867</u>	<u>\$118,867</u>	
TOTAL	<u>\$751,185</u>	\$751,185	

WKINESS my hand and county seal, this 1 day of October, 20 24.

Signature of County Manager/Administrator

Printed Name of County Manager/Administrator

State of North Carolina County of

Wake



Application for Transportation Operating Assistance

FY2025 Rural Operating Assistance Program (ROAP) Funds

Name of Applicant (County)	Wake
County Manager	David Ellis
County Manager's Email Address	David.Ellis@wake.gov
County Finance Officer	Patrick Flanary
CFO's Email Address	patrick.flanary@wake.gov
CFO's Phone Number	919-856-6106
Person Completing this Application	Adrienne-Nicole (Nikki) Abija
Person's Job Title	Transportation Planner I
Person's Email Address	Nikki.abija@wake.gov
Person's Phone Number	(919) 817-4976
Community Transportation System	GoWake Access
Name of Transit Contact Person	Anita Davis-Haywood
Transit Contact Person's Email Address	Anita.davis@wake.gov
Application Completed by:A	drienne-Nicole Abija Date: 9/9/2024 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: Signed by: Unita Davis B8AD6483FA8744A Signed by:	Date: 9/25/2024
County Manager: Signature Signature Signature	Date: 10/112024
County Finance Officer: W. Signature	Date: 10/2/2024

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

Anticipated 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.
- 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 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 (<i>Type here</i>) How many individuals assisted in the determination? (<i>List number here</i>)	X	
How many murviduals assisted in the determination. (List number nere)		
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? (<i>Include a sample agreement with application</i>)		N/A
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.	X	
What form of documentation is collected?		
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 follo	wing prog	rams? (Matching fund

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

Rural State Operating

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. NO
- 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? RGP- potential riders origin address is verified by using google maps as well as our internal maps which are separated by zone

areas in order to determine if a rider is in a rural area. Employment Riders- must provide a letter from their employer on company letterhead or some

documentation verifying trip purpose. EDTAP-drive sued id is provided prior to the start of transportation. For disabled riders, a

letter from their physician on letterhead is received prior to transportation.

	Applicant Name Here		
	ITEM	Signed & Scanned Copy to PTD	Due Date (not later than
	<u>Certifications</u>		
/	Certification Statement		10/4/2024
	Program Documents		
1	FY 2025 ROAP Program Application		10/4/2024
	Other Documents		
1	ROAP Application Submission Checklist		10/4/2024

All documents must be scanned <u>separately</u> and submitted in the Drop Box in Enterprise Business Services (EBS) by the County Finance Director or the leader of the Community Transportation System in your county.

IMPORTANT!!

NCDOT will not accept any ROAP documents that are mailed or emailed to our office.

COUNTIES	FY25 Disbursement							
COUNTIES		EDTAP		EMPL	5	RGP		Total
Alamance	\$	27,794	\$	42,837	\$	69,482	\$	140,113
Alexander	\$	70,715	\$	11,061	\$	34,737	\$	116,513
Alleghany	\$	58,962	\$	3,288	\$	25,725	\$	87,975
Anson	\$	64,195	\$	8,328	\$	66,703	\$	139,226
Ashe	\$	66,350	\$	8,376	\$	70,682	\$	145,408
Avery	\$	60,767	\$	6,327	\$	61,912	\$	129,006
Beaufort	\$	77,201	\$	12,148	\$	88,863	\$	178,212
Bertie	\$	33,543	\$	6,396	\$	62,439	\$	102,378
Bladen	\$	70,628	\$	-	\$	53,453	\$	124,081
Brunswick	\$	63,727	\$	-	\$	57,087	\$	120,814
Buncombe	\$	166,292	\$	72,993	\$	103,638	\$	342,923
Burke	\$	103,028	\$	22,008	\$	44,547	\$	169,583
Cabarrus	\$	112,174	\$	4,132	\$	7,307	\$	123,613
Caldwell	\$	97,657	\$	21,659	\$	47,196	\$	166,512
Camden	\$	56,899	\$	4,720	\$	54,493	\$	116,112
Carteret	\$	91,051	\$	16,481	\$	111,154	\$	218,686
Caswell	\$	64,478	\$	7,736	\$	66,912	\$	139,126
Catawba	\$	120,687	\$	41,081	\$	64,127	\$	225,895
Chatham	\$	87,240	\$	17,946	\$	105,471	\$	210,657
Cherokee	\$	68,916	\$	8,992	\$	67,990	\$	145,898
Chowan	\$	60,279	\$	5,480	\$	57,985	\$	123,744
Clay	\$	59,197	\$	5,009	\$	55,204	\$	119,410
Cleveland	\$	97,125	\$	26,976	\$	141,316	\$	265,417
Columbus	\$	81,966	\$	14,905	\$	95,295	\$	192,166
Craven	\$	98,996	\$	23,285	\$	114,559	\$	236,840
Cumberland	\$	145,875	\$	82,816	\$	82,957	\$	311,648
Currituck	\$	64,204	\$	8,534	\$	71,563	\$	144,301
Dare	\$	6,357	\$	11,818	\$	80,477	\$	98,652
Davidson	\$	96,035	\$	40,009	\$	123,452	\$	259,496
Davie	\$	54,236	\$	12,196	\$	79,761	\$	146,193
Duplin	\$	82,337	\$	13,129	\$	93,682	\$	189,148
Durham	\$	151,305	\$	75,676	\$	61,456	\$	288,437
EBCI	\$	###	\$	-	\$	43,394	\$	43,394
Edgecombe	\$	23,907	\$	121	\$	21,269	\$	45,176
Forsyth	\$	192,765	\$	83,889	\$	-	\$	276,654
Franklin	\$	62,660	\$	17,772	\$	100,555	\$	180,987
Gaston	\$	151,031	\$	721	\$	94,004	\$	245,035
Gates	\$	40,941	\$	4,970	\$	54,863	\$	100,774
Graham	\$	57,162	\$	4,599	\$	52,277	\$	114,038
Granville	\$	29,386	\$	15,775	\$	97,503	\$	142,664
Greene	\$	51,352	\$	6,864	\$	64,640	\$	122,856
Guilford	\$	193,912	\$	89,413	\$	119,040	\$	402,365

Halifax	\$ 68,772	\$ 14,765	\$ 93,147	\$ 176,684
Harnett	\$ 107,965	\$ 16,392	\$ 156,795	\$ 281,152
Haywood	\$ 86,530	\$ 15,687	\$ 102,265	\$ 204,482
Henderson	\$ 87,702	\$ 27,873	\$ 72,202	\$ 187,777
Hertford	\$ 61,391	\$ 7,453	\$ 65,993	\$ 134,837
Hoke	\$ 77,571	\$ 14,603	\$ 65,673	\$ 157,847
Hyde	\$ 43,605	\$ 3,732	\$ 24,651	\$ 71,988
Iredell	\$ 121,131	\$ 45,766	\$ 139,063	\$ 305,960
Jackson	\$ 72,604	\$ 12,542	\$ 86,243	\$ 171,389
Johnston	\$ 137,185	\$ 48,909	\$ 179,453	\$ 365,547
Jones	\$ 58,626	\$ 1,294	\$ 29,694	\$ 89,614
Lee	\$ 82,231	\$ 17,040	\$ 106,297	\$ 205,568
Lenoir	\$ 87,994	\$ 15,215	\$ 99,380	\$ 202,589
Lincoln	\$ 91,001	\$ 21,943	\$ 127,932	\$ 240,876
Macon	\$ 72,279	\$ 10,364	\$ 80,563	\$ 163,206
Madison	\$ 63,676	\$ 7,375	\$ 11,640	\$ 82,691
Martin	\$ 55,963	\$ 7,342	\$ 66,391	\$ 129,696
McDowell	\$ 78,282	\$ 12,567	\$ 88,471	\$ 179,320
Mecklenburg	\$ 149,427	\$ 301,906	\$ 40,891	\$ 492,224
Mitchell	\$ 60,095	\$ 5,958	\$ 59,120	\$ 125,173
Montgomery	\$ 30,564	\$ 3,584	\$ 23,267	\$ 57,415
Moore	\$ 100,125	\$ 23,860	\$ 97,955	\$ 221,940
Nash	\$ 78,965	\$ -	\$ 10,133	\$ 89,098
New Hanover	\$ 145,537	\$ 57,686	\$ 48,151	\$ 251,374
Northampton	\$ 63,178	\$ 6,645	\$ 62,132	\$ 131,955
Onslow	\$ 125,163	\$ 41,489	\$ 134,927	\$ 301,579
Orange	\$ 96,978	\$ 34,354	\$ 99,108	\$ 230,440
Pamlico	\$ 60,030	\$ 5,142	\$ 56,418	\$ 121,590
Pasquotank	\$ 69,714	\$ 11,409	\$ 84,462	\$ 165,585
Pender	\$ 71,273	\$ 15,116	\$ 85,033	\$ 171,422
Perquimans	\$ 59,412	\$ 5,289	\$ 57,214	\$ 121,915
Person	\$ 74,999	\$ 11,653	\$ 83,039	\$ 169,691
Pitt	\$ 125,235	\$ 43,611	\$ 94,312	\$ 263,158
Polk	\$ 42,478	\$ -	\$ 10,015	\$ 52,493
Randolph	\$ 74,128	\$	\$ 115,738	\$ 189,866
Richmond	\$ 74,587	\$	\$ 87,244	\$ 161,831
Robeson	\$ 111,187	\$ 29,744	\$ 123,861	\$ 264,792
Rockingham	\$ 98,524	\$ 24,259	\$ 134,779	\$ 257,562
Rowan	\$ 119,369	\$ 37,022	\$ 105,149	\$ 261,540
Rutherford	\$ 90,525	\$ 17,984	\$ 108,489	\$ 216,998
Sampson	\$ 81,717	\$ 15,443	\$ 103,257	\$ 200,417
Scotland	\$ 44,678	\$ 9,607	\$ 42,355	\$ 96,640
Stanly	\$ 64,567	\$ 16,263	\$ 105,940	\$ 186,770
Stokes	\$ 76,681	\$ 6,730	\$ 74,632	\$ 158,043

TOTALS	\$ 8,424,681	\$ 2,361,109	\$ 7,878,633	\$ 18,664,423
Yancey	\$ 62,310	\$ 6,626	\$ 62,494	\$ 131,430
Yadkin	\$ 64,323	\$ 13,521	\$ 81,272	\$ 159,116
Wilson	\$ 89,359	\$ 22,372	\$ 122,011	\$ 233,742
Wilkes	\$ 89,153	\$ 16,652	\$ 110,000	\$ 215,805
Wayne	\$ 108,103	\$ 27,599	\$ 106,494	\$ 242,196
Watauga	\$ 73,258	\$ 14,664	\$ 97,476	\$ 185,398
Washington	\$ 59,306	\$ 2,140	\$ 55,341	\$ 116,787
Warren	\$ 44,207	\$ 7,174	\$ 43,933	\$ 95,314
Wake	\$ 369,139	\$ 263,179	\$ 118,867	\$ 751,185
Vance	\$ 76,301	\$ 13,725	\$ 86,778	\$ 176,804
Union	\$ 123,936	\$ 54,568	\$ 108,596	\$ 287,100
Tyrrell	\$ 50,018	\$ -	\$ 33,754	\$ 83,772
Transylvania	\$ 55,639	\$ 9,375	\$ 66,007	\$ 131,021
Swain	\$ 59,630	\$ 6,109	\$ 57,755	\$ 123,494
Surry	\$ 93,023	\$ 18,165	\$ 115,211	\$ 226,399