

North Carolina Department of Transportation



Program Administration Guide Rural Operating Assistance Program (ROAP)

North Carolina Department of Transportation
Integrated Mobility Division (IMD)
1 South Wilmington Street 1550 Mail
Service Center Raleigh, NC 27699-
1550

This document supersedes and replaces all prior Rural Operating Assistance Program Administration Guides (previously referred to as ROAP State Management Plan) effective July 2017.

Table of Contents

Definitions.....	3
Program Overview.....	5
Program Requirements.....	6
<i>Connecting Communities Plans (previously referred to as Transportation Service Plans)</i>	6
<i>Americans with Disabilities Act of 1990 (ADA)</i>	6
Eligible Use of Funds.....	7
Disbursement of Funds.....	7
<i>Sub-allocation and Control of Funds</i>	9
<i>Financial Management, Monitoring & Evaluation</i>	9
<i>Transferring Funds between ROAP Programs</i>	10
<i>Transferring Funds between Counties in a Regional Transportation System</i>	10
<i>Transferring Funds to Match Other Grant Programs</i>	10
<i>Transferring Funds between Sub-recipients</i>	11
<i>Monthly Reporting</i>	11
<i>Programming Auditing and Documentation</i>	12
<i>Services throughout the Period of Performance</i>	12
<i>Contracted Services</i>	12
Application Process.....	13
<i>Public Outreach and Involvement</i>	13
<i>Certifications and Assurances</i>	13
<i>Cost of Service</i>	14
<i>Application Review and Follow-up</i>	14
Local Match/Local Funding Requirements.....	14
Eligible Expenses and Activities.....	15
Appendix A – Eligible Transportation Expense Matrix.....	16
Appendix B – 2010 Census Data, Urban and Rural Population by County.....	17

Definitions

Administrative Expenses: An amount not directly tied to a specific function but related to the organization as a whole.

Capital Expenses: An amount spent to acquire or improve a long-term asset such as equipment or buildings.

Disabled person: One who has a physical or mental impairment that substantially limits one or more major life activities, an individual who has a record of such impairment, or an individual who is regarded as having such impairment. For the purposes of ROAP, certification of eligibility will be the responsibility of the county or their designee.

Large Urbanized Areas: An urbanized area (UZA) with a population of 200,000 or more individuals, as determined by the Bureau of the Census.

Memorandum of Understanding (MOU): A formal agreement between two or more parties to establish official partnerships.

Net Project Cost: The part of a project that reasonably cannot be financed from operating revenues (i.e.: farebox recovery)

Operating Expenses: Those costs necessary to operate, maintain, and manage a public transportation system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

Public Transportation: Mass transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or sightseeing transportation.

Recipient: An entity that receives funding directly from the State.

Regional Grant Specialist (RGS): IMD employees responsible for providing technical assistance, grant oversight, planning, administrative and operations assistance to public transportation systems in rural and urban areas.

Rural Area: An area encompassing a population of fewer than 50,000 people that has not been designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Seniors: An individual who is 60 years of age or older

Small Urbanized Areas: A UZA with a population of at least 50,000 but less than 200,000, as determined by the Bureau of the Census.

Urbanized Area (UZA): An area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an urbanized area by the Secretary of Commerce.

Program Overview

The Rural Operating Assistance Program (ROAP) is a state-funded public transportation program administered by the North Carolina Department of Transportation Integrated Mobility Division (IMD). 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. ROAP includes the following funding project categories:

- ✚ *Elderly and Disabled Transportation Assistance Program (EDTAP)*
 - ✓ *Purposes: Provides operating assistance for the transportation of the state's elderly and disabled citizens*
 - ✓ *Legislated: Yes*
 - *Originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27)*
 - ✓ *Formula:*
 - *50% divided equally among all counties;*
 - *22 ½ % based on the number of senior residents per county as a percentage of the state's total senior population;*
 - *22 ½ % based on the number of disabled residents per county as a percentage of the state's total disabled population; and*
 - *5% based on a population density factor that recognizes the higher transportation costs in rural, sparsely populated counties*
 - *Based on the EDTAP formula, these funds may be used to transport individuals living inside of or outside of an urbanized area*
 - ✓ *Funds up to 100% of the cost of service*
- ✚ *Employment and Transportation Assistance Program (EMPL)*
 - ✓ *Purposes:*
 - *Intended to help DSS clients that:*
 - *Transitioned off Work First or Temporary Assistance for Needy Families (TANF) in the previous 12 months; or*
 - *Workforce Development Program participants; or*
 - *Intended to help the transportation of disadvantaged public; and/or*
 - *Intended to help the general public to travel to work, employment training and/or other employment related destinations*
 - ✓ *Legislated: No*
 - ✓ *Formula:*
 - *10% divided equally among all counties;*
 - *45% based on the population* of each county as a percentage of the total state population; and*
 - *45% based on the number of unemployed individuals in the labor force as a percentage of the number of unemployed individuals in the labor force in the state, in January, prior to application distribution*
 - ✓ *Funds up to 100% of the cost of service*

Rural General Public Program (RGP)

- ✓ *Purposes: Intended to provide transportation services for individuals from the county who do NOT have a human service agency or organization that will pay for the transportation service.*
 - *The passenger's origin or destination must be in the rural area*
 - *RGP trips can be coordinated on vehicles with other human services trips.*
- ✓ *Legislated: No*
- ✓ *Formula:*
 - *50% divided equally among all eligible counties; and 50% based upon the rural population of each county as a percentage of the total state rural population. * Excludes the population of the urbanized area as defined by the 2010 Census (See Appendix B for the 2010 Census urban and rural population data)*
 - *Based on the RGP formula, services provided with these funds CANNOT be used to transport individuals whose origin AND destination is within or between the urbanized area(s), as defined by the Federal Transit Administration and the 2010 Census*
- ✓ *Funds up to 90% of the cost of service*

Program Requirements

Connecting Communities Plans (previously referred to as Transportation Service Plans)

Funds distributed by IMD under the ROAP program shall be used in a manner consistent with the county's Coordinated Public Transit – Human Service Transportation Plan, the public transit system's Connecting Communities Plans or its equivalent, and any other transportation development plan in place in the county.

Americans with Disabilities Act of 1990 (ADA)

Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility. The passenger trips and transportation services provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of race, color, national origin, creed, sex, or age. Sub-recipients should have procedures for investigating, tracking, and documenting complaints. (See 49 CFR Parts 28 and 37)

Eligible Use of Funds

The FY2022 ROAP funds will be distributed in the each of the program categories however counties have the flexibility to use the funds as needed to meet individual county needs. EDTAP funds must remain in the EDTAP program, however, Employment and RGP funds can be transferred to any program. ROAP funds are to be used for the eligible expenses listed in Appendix A of this document. A county which uses any ROAP funds for non-public transportation trips will not receive further disbursements of ROAP funding until the amounts of ROAP funds misspent has been repaid. ROAP funds spent will be accounted for by program on a monthly reporting basis.

Disbursement of Funds

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. The RGP funding is required to be disbursed to the transit system in each county. Counties will have the flexibility to use the ROAP funds as needed to meet their needs and to sub-allocate to other agencies and programs. The funds take on the criteria of the program for which they are being used by each trip. Milestone reports will be due monthly, accounting for the use of the ROAP funds and providing current balances. IMD will closely monitor the usage rate of the ROAP funding and reserves the right to request funds not expected to be spent by the end of the fiscal year to be returned prior to the end of the fiscal year to be redistributed to other counties who have exceeded allocated funds.

Counties with unspent ROAP funds carried over from FY 2020 – FY 2021 will retain those funds and the disbursement of FY2022 ROAP funds will be adjusted accordingly. The ROAP funds allocation table included in the application package reflects the total amount each county is allocated but actual disbursement of funds will be adjusted as necessary.

NOTE: The total amount of ROAP funds each year will be made up of the amount appropriated to the DOT by the legislature for the ROAP program plus any returned, unspent funds from the prior year. The actual amount of ROAP funds allocated from year to year can change.

- ✓ All North Carolina counties are eligible to receive a formula-based disbursement of ROAP funds.
- ✓ ROAP funds are to be used towards the cost to provide trips (operating expenses) when other funding is not available. ROAP funds are NOT for administrative or capital expenses.

- ✓ All eligible ROAP recipients must submit an annual application, Financial Plan and proposed budget, certifying funds will be spent on eligible activities, prior to receiving a ROAP disbursement.
- ✓ ROAP funds will be disbursed by IMD to the county or to a regional public transportation authority, created pursuant to Article 25 or Article 26 of Chapter 160A of the North Carolina General Statutes (N.C.G.S), where a written agreement exists with the municipalities or counties served. ROAP funds will NOT be disbursed to any sub-recipients selected by the county or authority. The County Finance Officer or the Executive Director of an eligible authority will be responsible for program administration at the local level. This responsibility shall NOT be delegated to any designee.
- ✓ Counties must know if any part of the county is in an urbanized area.
- ✓ ROAP funds are to be used for the eligible expenses listed in Appendix A of this document. Funds are only to be used for eligible activities and not general or medical transportation.
- ✓ IMD will closely monitor the usage rate of the ROAP funding.
- ✓ A county which uses any ROAP funds for non-public transportation trips will be required to repay all misspent ROAP funds before additional funds will be disbursed.

The disbursements for each ROAP program are listed, by county, in the application package. The methodology for calculating these allocations is described in the Program Overview section. The General Assembly must have an approved and certified state budget prior to ROAP funds being disbursed. The period of performance is July 1 to June 30 regardless of the date(s) the ROAP funds are disbursed to eligible recipients. Allowable expenses incurred from July 1 for each program are eligible for reimbursement. Funds are not to be used for Administrative or Operational expenses.

Interest earned on the funds will be retained by the transportation program and must be used for transportation related expenses according to program guidelines.

It is the responsibility of the eligible ROAP recipients to distribute the funds to the community transit system and/or local agencies and organizations as allowed within the program guidelines. Each county must have and employ a documented methodology for distributing ROAP funds and accounting for the trips provided by sub-recipient.

There is a Community Transportation System, operating in most counties, receiving federal and state administrative and capital funds to coordinate public transportation services with human service transportation in the county. These transit systems need operating funds in order to provide affordable transportation for the elderly, disabled and low-income persons in the county that are not receiving transportation benefits from a human service agency or organization. The Community Transportation System is an eligible sub-recipient of all ROAP funds. The county should take into consideration the need for, and importance of the public transportation services provided by the Community Transportation System when determining the distribution of ROAP funds.

Sub-allocation and Control of Funds

The county or eligible authority may choose to maintain control of the ROAP funds and reimburse sub-recipients for trip-based services after they have been provided. Or, the county or eligible authority may disburse the ROAP funds to the sub-recipients prior to trips being provided, assuming the county or authority plans to monitor throughout the period of performance whether the trips and transportation services are being provided to eligible individuals and whether all expenditures are allowable.

If the county or eligible authority decides to distribute ROAP funds to any county governmental department, the county should have the ability to account for these funds within the county's or authority's accounting system. If the county or authority passes through any ROAP funds to agencies or organizations, the county or authority should have a written agreement with them that addresses the proper use and accountability for these funds. See Appendix A for a listing of eligible activities for each program.

- ✓ EDTAP funds may be sub-allocated to any government agency or 501(c)(3) non-profit organization that provides services to individuals with transportation needs. The county should take into consideration the need for and importance of the PUBLIC transportation services provided by the Community Transit System when determining the sub-allocation of the EDTAP funds. If the EDTAP funds are sub-allocated to other agencies besides the Community Transportation System, these other agencies are encouraged to coordinate EDTAP-funded transportation trips with the local Community Transportation System.
- ✓ EMPL funds may be sub-allocated, by the county or eligible authority, to any government agency or 501(c)(3) non-profit organization that provides services to individuals with employment related transportation needs. If none of the Employment Transportation Assistance funds are sub-allocated to the Community Transportation System, sub-recipients are encouraged to coordinate EMPL-funded trips with the Community Transportation System.
- ✓ RGP funds must be sub-allocated by the county to the Community Transportation System. RGP funds must be used to provide transportation services to individuals who are not eligible for the same transportation services funded by any other means.

Financial Management, Monitoring & Evaluation

The basic grant/funds management requirements in N.C.G.S. 159, *Local Government Finance*, and in the *Policies Manual for Local Governments* apply to ROAP funds. The cost principles of OMB Circular 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* also apply to ROAP funds. Additionally, funds must be expended according to the program guidelines in the grant application for eligible program expenses identified.

ROAP services should be routinely monitored by the County Finance Officer or the authority's Executive Director to verify that funds are being spent on allowable expenditures, that the eligibility of service recipients is being properly documented, and that sub-allocated funds will be expended by the end of the period of performance, June 30th. The program should also be routinely evaluated to determine whether they are meeting program objectives.

Transferring Funds between Counties in a Regional Transportation System

ROAP funds may be transferred between and/or among member counties of a regional transportation system if the county commissioners agree to the transfer.

The monthly report should reflect Regional Transfer of Funds and Regional Receipt of Funds to document any transfer or receipt of ROAP funds between and/or among member counties of the regional transportation system. The regional transportation systems that are eligible for this additional flexibility are:

- Albemarle Regional Health Services (Inter-County Public Transportation Authority)
- Choanoke Public Transportation Authority
- City of Rocky Mount (Tar River Transit)
- Craven County (Craven Area Rural Transit System)
- Kerr Area Transportation Authority
- Randolph County Senior Adults Association, Inc. (Randolph County Regional Coordinated Area Transit System)
- Western Piedmont Regional Transit Authority
- Yadkin Valley Economic Development District, Inc. (Yadkin Valley Public Transportation)

Session Law 2011-207, House Bill 229 does permit regional public transportation authorities created under Article 25 or Article 26 of Chapter 160A of the General Statutes, upon written agreement with the municipalities served by a public transportation authority or counties served by the regional public transportation authority, to apply for and receive any funds to which the member municipality or counties are entitled to receive based on the distribution formula set out in subsection (d) of this section.

Transferring Funds to Match Other Grant Programs

Sub-recipients of ROAP funds are allowed to use their ROAP sub-allocation to leverage more funds by applying for other transportation grants administered by IMD. ROAP funds may ONLY be used as the local match for the following federal grant programs:

- Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities Program
 - ROAP can only be used to match 5310 operating
- Section 5311 – Rural Area Formula Program
 - Where operating or purchase of service is an eligible activity
- Other funds as pre-approved in the application by the assigned RGS

A Call for Applications for these grants and the application documents are posted once a year on IMD's website.

Transferring Funds between Sub-recipients

ROAP funds may be transferred from one sub-recipient to another within the county without IMD's approval.

Monthly Reporting

Monthly ROAP reports with back-up trip documentation will be required by the 30th of the following month via the ROAP SmartSheet survey link which will be provided to primary and secondary contacts.

The monthly report will include trip and expense data associated with the EDTAP, EMPL, and RGP programs. The county must include trip and expense data from agencies who have been sub-allocated ROAP funds in the monthly reports. Failure to submit ROAP reports when due could result in delay or forfeiture of future ROAP disbursements.

The County Finance Officer must certify and sign the annual ROAP report as it identifies the amount of unexpended funds to be retained, prior to the following year's ROAP allocation. This signature page will be produced through the SmartSheet database and sent to the County Finance Officer after the final invoice has been verified by IMD staff. Close monitoring by the County Finance Officer or the authority's Executive Director is required in order to ensure appropriate and maximum utilization of all program funds. It is the responsibility of the County Finance Officer to:

- Record the receipt of ROAP grant funds in a manner that will disclose the source and the purpose/program to which the funds belong, together with evidence of deposit in a financial institution;
- Ensure that ROAP funds and any interest earned on the funds are expended for eligible program expenses, that services are provided to eligible individuals, and that written documentation that supports the expenditures is maintained for at least five years;
- Advise any sub-recipients of the source of the funds, specific program requirements, eligible program expenses and reporting requirements;
- Ensure RGP trips have either the origin or destination in the specified rural area of the county,
- Include ROAP funds received and expended in its annual independent audit on the Schedule of Expenditures of Federal and State Awards and identify any of the funds passed through to other agencies;
- Complete and submit the monthly ROAP reports.

Program Auditing and Documentation

IMD is responsible for providing sufficient program monitoring and oversight to ensure that the state funds are used for the intended purpose. IMD will rely on the monthly ROAP reporting information that identifies the number of passenger trips and expenditures by program. NCDOT's External Audit Branch compares information in these reports to the ROAP expenses reported in the counties annual independent audit report.

NCDOT's External Audit Branch may do on-site audits of ROAP expenditures. This requires meeting with the County Finance Officer or the authority's Executive Director to obtain documentation of costs reported to IMD in the monthly ROAP reporting forms. Common areas of deficiency include inadequate documentation of passenger eligibility and trips. The EDTAP program serves specific populations and without documentation of eligibility, i.e., passenger is elderly and/or disabled, the auditor cannot determine if the rider met the program eligibility criteria that would allow the trip to be charged to the program. In addition, documentation of trips reported to IMD must be retained for at least *five years* following submittal of final ROAP reports. The inability to document trips with driver manifests, staff mileage logs, gasoline receipts, or any invoices associated with costs charged to the program will be considered ineligible expenses. The county or the authority will be invoiced for any undocumented costs.

Services throughout the Period of Performance

The ROAP funds should be managed so that services can be continuously provided during the entire twelve (12) months of the grant cycle. It may be necessary to restrict ROAP services to make the funds last. No additional ROAP funds will be available from the state. The county or eligible authority should budget local funding to avoid discontinuation of any ROAP funded service. The county must notify the assigned RGS, in writing, if any ROAP funded service is discontinued because all the funds were exhausted prior to the end of the period of performance.

Contracted Services

If any ROAP funds are sub-allocated to agencies or organizations other than the Community Transportation System, these other agencies or organizations are encouraged to coordinate ROAP funded transportation trips with the local, federally-funded Community Transportation System in the county. The Community Transportation Systems have insurance, vehicle maintenance, and driver training and safety standards mandated by the FTA.

Sub-recipients are permitted to use ROAP funds to contract with private transportation providers. Sub-recipients who choose to contract services must follow all state and federal procurement guidelines when selecting a contractor. Sub-recipients should inspect the safety record, service policies and vehicle condition of any private provider being considered. Private providers shall be required to provide documentation that a service was provided on the date billed, by whatever conveyance at the specified cost.

Application Process

An eligible recipient has the option of applying for any amount of funding up to the maximum amount allocated. Each applicant should carefully evaluate past program expenditures and other costs to determine the amount to apply for within each program. Total funds should be managed so that services can be continued for the entire 12 months.

The application documents will be posted at the NCDOT Web site and in the Documents Library at <https://connect.ncdot.gov/business/Transit/Documents/Forms/AllItems.aspx>. County Managers, County Finance Officers, the Rural Planning Organizations (RPO) and Transit Directors will be notified by e-mail when the application is available. The application materials are designed to enable IMD staff to better understand the services to be provided and ensure that funds are utilized as intended. Failure to complete any portion of the application may result in processing delays. The recipient should contact the Regional Grant Specialist assigned to the county if there are questions about the application.

The Application will be submitted using the drop box in EBS created for FY2022. Electronic copies of the application documents for ROAP funds must be submitted to IMD on or before the deadline. A checklist will be provided in the application documents.

Public Outreach and Involvement

The recipient should determine what the transportation needs of agencies and individuals are in the county before completing the application. It is important that eligible local agencies and interested citizens have the opportunity to participate in the sub-allocation decision. A public hearing is not required to apply. This does not prevent the county commissioners or eligible authority boards from inviting the public to request a public hearing, holding a public hearing and/or receiving support for the application during a meeting if it is required by local policy or protocol.

Certifications and Assurances

The County Manager and the County Finance Officer are required to sign a certified statement that describes the roles and responsibilities associated with the application for and acceptance of ROAP funds and guarantees that certain actions will be taken at the county level to properly administer the program. The Certified Statement must be signed, sealed with the county seal and accompany the application in order for ROAP funds to be disbursed. Eligible authorities will submit a copy of the Memorandum of Understanding (MOU) executed with each municipality in their service area with their application.

Cost of Service

Departments, agencies and/or organizations using ROAP funds to provide services shall determine a billing/reimbursement rate by mile, hour or trip that is based on the fully allocated cost of the service. The fully allocated cost of providing a trip should include both direct costs and shared (indirect) costs.

For the application, the applicant must calculate the average cost of a trip based on the projected number of trips. The average cost of a trip will be the sub-allocation amount divided by the proposed number of trips to be provided. These costs will be compared to the average cost of the trips in other counties to determine whether the cost of the proposed services is reasonable.

Application Review and Follow-up

The RGS will review the documents in the application for accuracy and completeness. The RGS will determine if the recipient is prepared to manage the ROAP funds and whether the services and/or activities are eligible and allowable. The RGS will follow-up, as needed, if more detail is required or where there are doubts that the recipient's plans for use of the funds do not provide for improved services for the targeted populations.

Local Match/Local Funding Requirements

A local match is NOT required for EDTAP and EMPL trips; funding may be used to provide up to one hundred percent (100%) of the fully allocated cost to provide a trip.

A local match IS required for RGP trips; funding may be used to provide up to ninety percent (90%) of the fully allocated cost to provide a general public trip. A minimum of ten percent (10%) must be provided from fares, local funds, or a combination of the two. Fares and/or local funds collected in excess of the minimum 10% RGP local match requirement must be used to provide additional service. The excess funds CANNOT be used to fund administrative and capital needs. IMD encourages Community Transportation Systems to keep fares reasonable to encourage ridership. The 10% local match requirement is based on the actual cost of providing RGP funded trips or other services, not the amount disbursed by IMD.

The following examples are provided to help recipients understand the local match requirement.

Example #1

Trip miles = 10 miles

Cost/mile (based on fully allocated cost) = \$1.23/mile

10 miles X \$1.23/mile = \$12.30 cost of trip

RGP funding = 90% (.90)

\$12.30 X 0.90 = \$11.07 RGP funding

Local match minimum requirement = 10%

\$12.30 X 0.10 = \$1.23 fares and/or local funding

Example #2

Total annual RGP miles = 15,431

Cost/mile = \$1.23

15,431 X \$1.23 = \$18,980.13 RGP cost of service

RGP funding = 90% (.90)

\$18,980.13 X 0.90 = \$17,082.12 RGP funding

Local match minimum requirement = 10%

\$18,980.13 X 0.10 = \$1,898.01 fares and/or local funding

Eligible Expenses and Activities

See the Eligible Transportation Expenses Matrix in Appendix A for examples of allowable trip purposes that can be provided under these programs. This matrix must be shared with any agency that receives a sub-allocation of ROAP funds to ensure that funds are expended according to program guidelines. A county which uses any ROAP funds for an ineligible activity will be required to repay the amount misspent before additional ROAP funds will be disbursed. In addition, Community Transportation systems that use ROAP funds to provide trip services must also comply with the regulations of the FTA Section 5311 Program.

Appendix A – Eligible Transportation Expense Matrix

Services must be provided to a person that meets the eligibility criteria.

Trip Based Services - Trips may be provided by car/vanpool, taxi, public transit vehicle, private transit vehicle, agency vehicle, or mileage reimbursement to a volunteer. The most cost-effective option should be chosen. Public /Private transportation providers shall be reimbursed based on the fully allocated cost per mile, per hour, or per passenger trip. Volunteers can be reimbursed for mileage only. If a human service agency uses an agency vehicle to provide the trip, the agency must include the fully allocated cost of a trip in their reimbursement request including fuel, staff time and benefits, depreciation, vehicle insurance and licensing. RGP trips can be coordinated on vehicles with human services trips as space and destination allow.

Trip Purpose	EDTAP	EMPL	RGP
Personal care, non-emergency medical appointments, pharmacy pickup, shopping, bill paying, public hearings, committee meetings,	Yes	No	Yes
Job interviews, job fair attendance, job readiness activities or training, GED classes	Yes	Yes	Yes
Transportation to Workplace (trip must be scheduled by the individual passenger)	Yes	Yes	Yes
Child(ren) of Working Parent transported to Child Care	No	Yes	Yes
Group field trips/tours to community special events	Yes	No	*
Overnight trips to out-of-county destinations	Yes	No	*
Human Service Agency appointments	Yes	No	Yes
Purchase of service	No	No	No
Human Service Agency purchase of passes, tickets or tokens from the Community Transportation System for the agency's program needs or their client's needs.	No	No	No

* Must be provided under the provisions of the federal Charter regulations which can be viewed at <https://www.transit.dot.gov/regulations-and-guidance/access/charter-bus-service/charter-bus-service>

*****IMPORTANT*****

Recipients will NOT be allowed to use ROAP funds for “other” services including fuel assistance (gas vouchers, gas cards, reimbursement to fuel provider), vehicle repairs or vehicle insurance premiums.

The fully allocated cost to provide a trip, which has traditionally been eligible for the EDTAP, EMPL and RGP programs will continue to be eligible.

Appendix B
2010 Census Data – Urban Population by County

County	Population	Urban Area Population	%Pop in Urban Area
Alamance	151,131	107,971	71.44
Alexander	37,198	4,738	12.74
Alleghany	11,155	0	0
Anson	26,948	0	0
Ashe	27,281	0	0
Avery	17,797	0	0
Beaufort	47,759	0	0
Bertie	21,282	0	0
Bladen	35,190	0	0
Brunswick	107,431	39,915	37.15
Buncombe	238,318	180,932	75.92
Burke	90,912	52,136	57.35
Cabarrus	178,011	143,551	80.64
Caldwell	83,029	54,444	65.57
Camden	9,980	0	0
Carteret	66,469	0	0
Caswell	23,719	0	0
Catawba	154,358	101,101	65.5
Chatham	63,505	6,513	10.26
Cherokee	27,444	0	0
Chowan	14,793	0	0
Clay	10,587	0	0
Cleveland	98,078	11,171	11.39
Columbus	58,098	0	0
Craven	103,505	50,503	48.79
Cumberland	319,431	276,729	86.63
Currituck	23,547	0	0
Dare	33,920	0	0
Davidson	162,878	85,699	52.62
Davie	41,240	7,062	17.12
Duplin	58,505	0	0
Durham	267,587	252,528	94.37
Edgecombe	56,552	17,349	30.68
Forsyth	350,670	324,908	92.65
Franklin	60,619	4,829	7.97
Gaston	206,086	158,926	77.12
Gates	12,197	0	0
Graham	8,861	0	0
Granville	59,916	963	1.61
Greene	21,362	0	0

County	Population	Urban Area Population	%Pop in Urban Area
Guilford	488,406	426,406	87.31
Halifax	54,691	0	0
Harnett	114,678	12,294	10.72
Haywood	59,036	26,306	44.56
Henderson	106,740	71,227	66.73
Hertford	24,669	0	0
Hoke	46,952	26,692	56.85
Hyde	5,810	0	0
Iredell	159,437	98,991	62.09
Jackson	40,271	0	0
Johnston	168,878	37,449	22.18
Jones	10,153	0	0
Lee	57,866	0	0
Lenoir	59,495	0	0
Lincoln	78,265	10,797	13.8
McDowell	44,996	0	0
Macon	33,922	0	0
Madison	20,764	1,948	9.38
Martin	24,505	0	0
Mecklenburg	919,628	909,830	98.93
Mitchell	15,579	0	0
Montgomery	27,798	0	0
Moore	88,247	0	0
Nash	95,840	50,256	52.44
New Hanover	202,667	198,178	97.79
Northampton	22,099	0	0
Onslow	177,772	105,419	59.3
Orange	133,801	95,625	71.47
Pamlico	13,144	0	0
Pasquotank	40,661	0	0
Pender	52,217	2,143	4.1
Perquimans	13,453	0	0
Person	39,464	0	0
Pitt	168,148	117,798	70.06
Polk	20,510	0	0
Randolph	141,752	21,284	15.01
Richmond	46,639	0	0
Robeson	134,168	505	0.38
Rockingham	93,643	0	0
Rowan	138,428	84,687	61.18
Rutherford	67,810	0	0
Sampson	63,431	0	0
Scotland	36,157	0	0
Stanly	60,585	0	0

County	Population	Urban Area Population	%Pop in Urban Area
Stokes	47,401	11,520	24.3
Surry	73,673	0	0
Swain	13,981	0	0
Transylvania	33,090	235	0.71
Tyrrell	4,407	0	0
Union	201,292	146,361	72.71
Vance	45,422	0	0
Wake	900,993	833,188	92.47
Warren	20,972	0	0
Washington	13,228	0	0
Watauga	51,079	0	0
Wayne	122,623	61,054	49.79
Wilkes	69,340	0	0
Wilson	81,234	638	0.79
Yadkin	38,406	0	0
Yancey	17,818	0	0