

North Carolina Department of Transportation



Program Administration Guide Rural Operating Assistance Program (ROAP)

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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).

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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.

Community transportation system: A locally operated public transportation provider that delivers mobility services—including demand-response and, in some cases, fixed-route transit or deviated fixed route service—to meet the transportation needs of the general public and specialized populations within a community.

County or Transit Director: Entity or person who completes the application, oversees the program, submits the monthly report. This reference is used interchangeably throughout the guide.

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: Part of a project that reasonably cannot be financed from operating revenues (i.e. farebox recovery)

Operating Expenses: The 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.

Project Categories: The components of the Rural Operating Assistance Program (ROAP) including (1) Elderly and Disabled Transportation Assistance (EDTAP), (2) Employment Transportation Assistance Program (EMPL), and (3) Rural General Public (RGP).

Public Transportation: Mass transportation by 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.

Senior: 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.

New for 2027

- [Appendix C](#) was added to provide more detailed instruction on ROAP Report submissions. Also included are instructions on entering transfers between project categories, as well as interagency transfers.
- Additional information was included on the use of ROAP funds to provide local matches for other grants. Only complete approved transfers as outline in the [new chart](#). Transfers made to satisfy local match requirements for other grants must be reported in the month in which the transfer occurs. In addition, documentation verifying that services were provided under the grant being matched must be included as part of the required supporting materials for the monthly ROAP report. While these rules have previously existed, enforcement will be enhanced in FY27. ROAP reports that include transfers without supporting documentation or ineligible transfers (i.e. EDTAP to Rural State Operating) will be returned for correction and/or additional documentation.
- Minimum eligibility requirements were added to each project category under the [program overview](#) to simplify understanding of eligible riders.
- The June ROAP report, **due July 15**, serves as the annual report. IMD Regional Grant Specialists (RGSs) will review submitted reports and supporting documentation to verify accuracy and compliance with program requirements.
- The [Application Process section](#) has been updated to reflect the new ROAP SmartSheet application form process. Information that was previously completed and submitted through the paper application will now be collected through the ROAP SmartSheet application form. The Certified Statement remains a required component of the application process and must be completed and attached to the ROAP SmartSheet application submission.

FY2027 ROAP SmartSheet Application – [CLICK HERE](#)

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
- **Minimum Eligibility:** 60 years of age or older OR proof of disability (doctor's note, Social Security Disability recipient, visible disability, etc.)
- **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 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
- **Minimum Eligibility:** Transportation to and/or from a place of employment, employment training, or employment interview
- **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.
 - Rural General Public funds must be used to support public transportation services designed to benefit rural areas.
 - RGP trips can be coordinated with other human services trips.
- **Minimum Eligibility:** Trip must begin and/or start in a rural location. The individual cannot have another payer for the trip.
- **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 2020 Census (See Appendix B for the 2020 Census urban and rural population data)
- Funds up to 100% of the cost of service

Program Requirements

Connecting Communities Plans (previously 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, 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

FY27 ROAP funds will be distributed among project categories based on the base allocation table, less any unspent funds. This calculation will determine the initial ROAP fund disbursement.

Counties have flexibility in using ROAP funds to address local transportation needs. However, EDTAP funds must remain within the EDTAP program. Any funds transferred into the EDTAP program become EDTAP funds and must comply with all EDTAP requirements. Employment and RGP funds may be transferred to any ROAP project category. All ROAP funds must be used only for eligible expenses identified in Appendix A of this document.

A county that uses ROAP funds for non-public transportation purposes (e.g., transfers to emergency services departments, administrative expenses, office supplies, or other ineligible uses) will not receive additional ROAP disbursements until the misused funds have been repaid in full.

ROAP expenditures must be reported by project category monthly using the FY2027 ROAP SmartSheet Monthly Report form.

Disbursement of Funds

ROAP funds shall be disbursed according to the traditional allocation formulas for each ROAP program. RGP funding must be distributed to the transit system serving each county.

Counties have flexibility in using ROAP funds to meet local transportation needs and may suballocate funds to other agencies or programs as appropriate. However, funds assume the requirements and restrictions of the program in which they are ultimately used. For example, Employment (EMPL) funds transferred into the EDTAP program become EDTAP funds and may not be transferred out of the EDTAP program, except when used as local matching funds for a Section 5310 Operating Grant.

FY2027 ROAP funds will be distributed by program category based on the base allocation table, less any unspent funds. This calculation will determine the initial ROAP fund disbursement.

Counties with unspent funds equal to 5% or less of their previous year's allocation are eligible for a second distribution from the remaining unspent balance. The second distribution will be calculated using the same ROAP allocation formulas for each program.

- 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. Operating expenses such as fuel and driver salaries are not expenses to be included in the monthly report but should be factored into the cost of the trip using a fully allocated cost model calculation.**

NOTE: The total amount of ROAP funding available each year consists of the amount appropriated to NCDOT by the General Assembly for the ROAP program, plus any unspent ROAP funds from the previous year.

Because both annual appropriations and the amount of unspent funds can vary from year to year, the total ROAP allocation available to counties may change annually. Counties are encouraged to use their annual base allocation for planning purposes and to consider any distribution of unspent funds as supplemental funding rather than guaranteed revenue.

All eligible ROAP recipients must submit an annual application, certified statement, and application checklist prior to receiving a ROAP disbursement.

- ROAP funds will be disbursed by IMD to the county or to a regional public transportation authority established under Article 25 or Article 26 of Chapter 160A of the North Carolina General Statutes (N.C.G.S.), provided a written agreement is in place with the municipalities or counties served. ROAP funds will not be disbursed directly to subrecipients selected by the county or authority. The County Finance Officer or the Executive Director of an eligible authority is responsible for local program administration. This responsibility may not be delegated.
- Counties must determine whether any portion of the county is located within an urbanized area.
- ROAP funds may only be used for the eligible expenses identified in Appendix A of this document. Funds must be used solely for eligible transportation activities and may not be used for general transportation or medical transportation services that do not meet program requirements.
- IMD will monitor the expenditure and utilization of ROAP funds through the monthly ROAP report. Counties that fail to submit timely and accurate reports of trips and expenditures may have inaccurate fund balances, which can affect year-end reconciliation and the calculation of unspent funds.
- A county that uses ROAP funds for non-public transportation purposes (e.g., transfers to emergency services departments, administrative expenses, office supplies, or other ineligible uses) must repay all misspent ROAP funds before any additional ROAP funding will be disbursed.

The allocations for each ROAP program are listed by county in the application package. The methodology used to calculate these allocations is described in the Program Overview section.

ROAP funds cannot be disbursed until the North Carolina General Assembly has adopted and certified the State budget. The period of performance for all ROAP funds is July 1 through June 30, regardless of the date on which funds are disbursed to eligible recipients. Eligible expenses incurred on or after July 1 may be reimbursed, provided they comply with program requirements. ROAP funds may not be used for administrative or general operating expenses.

Any interest earned on ROAP funds may be retained by the transportation program and must be used for eligible transportation-related expenses in accordance with applicable program guidelines.

Eligible ROAP recipients are responsible for distributing funds to community transit systems, local agencies, and organizations in accordance with program requirements. Each county must maintain and implement a documented methodology for allocating ROAP funds and accounting for trips provided by subrecipients.

Most counties are served by a Community Transportation System (CTS) that receives federal and state funding to coordinate public transportation and human service transportation services. These systems require operating support to provide affordable transportation for older adults, individuals with disabilities, and low-income residents who do not receive transportation assistance through a human service agency or organization.

The CTS is an eligible subrecipient under all ROAP programs. When determining the distribution of ROAP funds, counties should consider the critical role these systems play in providing accessible and affordable public transportation services within the community.

Sub-allocation and Control of Funds

The county or eligible authority may either retain control of ROAP funds and reimburse subrecipients for eligible trip-based services after those services have been provided or disburse funds to subrecipients in advance of service delivery. If funds are distributed in advance, the county or eligible authority is responsible for monitoring program activities throughout the period of performance to ensure that transportation services are provided to eligible individuals and that all expenditures comply with program requirements.

If a county or eligible authority distributes ROAP funds to a county governmental department, it must be able to account for those funds within its financial management system. If ROAP funds are passed through to agencies or organizations, the county or eligible authority should execute a written agreement that outlines the proper use, reporting, and accountability requirements for the funds. Refer to Appendix A for a list of eligible activities under each ROAP program.

EDTAP Funds

- EDTAP funds may be suballocated to any governmental agency or 501(c)(3) nonprofit organization that provides services to individuals with transportation needs.
- When determining EDTAP suballocations, counties should consider the need for, and importance of, the public transportation services provided by the CTS.
- If EDTAP funds are suballocated to organizations other than the CTS, those organizations are encouraged to coordinate EDTAP-funded trips with the local Community Transportation System whenever possible.

EMPL Funds

- EMPL funds may be suballocated by the county or eligible authority to any governmental agency or 501(c)(3) nonprofit organization that provides services to individuals with employment-related transportation needs.
- If no EMPL funds are suballocated to the CTS, subrecipients are encouraged to coordinate EMPL-funded transportation services with the CTS.

RGP Funds

- RGP funds must be suballocated by the county or eligible authority to the CTS.
- RGP funds must be used to provide transportation services to individuals who are not eligible to receive the same transportation services through another funding source.

Contracted Services

If ROAP funds are sub-allocated to agencies or organizations other than the CTS, those entities are encouraged to coordinate transportation services with the local federally funded CTS whenever possible. Community Transportation Systems are subject to Federal Transit Administration (FTA) requirements, including standards for insurance, vehicle maintenance, driver training, and safety.

Sub-recipients may use ROAP funds to contract private transportation providers. For purposes of the ROAP program, a contractor is an entity that provides transportation services and invoices the sub-recipient for those services after they have been delivered. Private transportation providers may serve as contractors but are not eligible to receive a sub-allocation of ROAP funds. Sub-allocation refers to the distribution of program funds to an eligible entity in advance of service delivery. Only governmental agencies and nonprofit organizations are eligible to receive sub-allocated ROAP funds. Any sub-recipient that procures transportation services through a private provider must comply with all applicable state and federal procurement requirements.

Before entering into a contract, sub-recipients should evaluate the provider's safety record, service policies, and vehicle condition. Private transportation providers must maintain and furnish documentation demonstrating that services were provided as billed, including the date of service, type of transportation provided, and associated costs.

Financial Management, Monitoring & Evaluation

The grant and fund management requirements established in N.C.G.S. Chapter 159, Local Government Finance, and the Policies Manual for Local Governments apply to all ROAP funds. The cost principles and administrative requirements contained in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also apply to the management and expenditure of ROAP funds. In addition, all funds must be expended in accordance with the applicable program guidelines and only for eligible activities identified in the grant application and Appendix A.

The County Finance Officer or the Executive Director of an eligible authority should routinely monitor ROAP-funded services to ensure that:

- Funds are expended only on allowable costs and activities;
- Eligibility of service recipients is properly documented;
- Suballocated funds are being used in accordance with program requirements; and
- All funds are expended by the end of the period of performance, June 30th.
- Counties and eligible authorities should also periodically evaluate ROAP-funded services to determine whether program objectives are being achieved, and transportation needs are being effectively addressed.

Transferring Funds

For detailed instructions on entering transfers in the Monthly ROAP Report, see [Appendix C](#).

Internal ROAP Transfers Among Project Categories

Counties have flexibility in using ROAP funds to address local transportation needs and may transfer funds between project categories. However, once funds are transferred, they become subject to the requirements and restrictions of the project category in which they are ultimately used. For example, Employment (EMPL) funds transferred to the EDTAP program become EDTAP funds and may not be transferred out of the EDTAP program, except when used as the local match for a Section 5310 Operating Grant.

IMD encourages transit systems to regularly review project category balances to determine whether transferring funds could support additional service delivery. For example, if demand for Rural General Public (RGP) service is high while demand for Employment (EMPL) service is low, transferring funds from EMPL to RGP may allow the transit system to: (1) provide additional RGP service, and (2) utilize a greater percentage of its annual ROAP allocation.

Below in Table A find a chart list allowable transfers among ROAP Project Categories.

Table A. Allowable Transfers Between ROAP Project Categories (EDTAP, EMPL, RGP)

Transfer	Allowed	Notes
EDTAP to EMPL	NO	EDTAP funds cannot be transferred within ROAP
EDTAP to RGP	NO	EDTAP funds cannot be transferred within ROAP
EMPL to EDTAP	YES	Once moved to EDTAP, EMPL funds take on the rules of EDTAP funds. Therefore, once moved into EDTAP, these funds become EDTAP funds and cannot be transferred back to EMPL or to RGP.
EMPL to RGP	YES	
RGP to EDTAP	YES	Once moved to EDTAP, RGP funds take on the rules of EDTAP funds. Therefore, once moved into EDTAP, these funds become EDTAP funds and cannot be transferred back to RGP or to EMPL.
RGP to EMPL	YES	

Regional Transfers

ROAP funds may be transferred between member counties of a regional transportation system if the transfer is approved by the participating county boards of commissioners. Any transfer or receipt of ROAP funds between member counties must be documented in the monthly ROAP report using the appropriate reporting categories for Regional Transfer of Funds and Regional Receipt of Funds.

The following regional transportation systems are eligible for this additional flexibility:

- 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)
- Hyde-Tyrrell Transportation System (multi-county by ConCPT)
- 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) authorizes regional public transportation authorities established under Article 25 or Article 26 of Chapter 160A of the North Carolina General Statutes to apply for and receive funds on behalf of their member municipalities or counties. To do so, the authority must have a written agreement with the municipalities or counties it serves. Under such an agreement, the authority may receive any funds to which the member municipalities or counties are entitled under the distribution formula established in subsection (d) of the law.

Transferring Funds to Match Other Grant Programs

Subrecipients of ROAP funds may use their ROAP allocations to leverage additional funding by applying for other transportation grant programs administered by IMD and using ROAP fund to meet local match requirement. However, ROAP funds may only be used as the local matching share for the following eligible federal and state grant programs:

Table B. Allowable Transfers to Use ROAP Funds as Local Match for Eligible Grants

	EDTAP	EMPL	RGP	Notes
5310 Operating	YES	YES	YES	From EDTAP to 5310 Operating - Must maintain documentation to prove rider eligibility for both EDTAP and 5310 (Elderly and/or Disabled)
5310 Capital Cost of Contracting	YES	YES	YES	From EDTAP to 5310 Capital Cost of Contracting - Must maintain documentation to prove rider eligibility for both EDTAP and 5310 Capital Cost of Contracting (Elderly and/or Disabled)
5307	NO	YES	YES	
5311 Operating	NO	YES	YES	
5311 Capital Cost of Contracting	NO	YES	YES	
Rural State Operating	NO	NO	YES	From RGP to Rural State Operating - Must maintain documentation of RGP and RSO eligibility (trip begins and/or ends in a rural location)
Other funds as pre-approved in the application by the assigned RGS				

Note: Transfers made to satisfy local match requirements for other grants must be reported in the month in which the transfer occurs. In addition, documentation verifying that services were provided under the grant being matched must be included as part of the required supporting materials for the monthly ROAP report.

Monthly Reporting

Monthly ROAP reports, including supporting trip and expenditure documentation, are required no later than 30 days following the end of each reporting month (e.g., the July report is due by August 30). Reports must be submitted through the ROAP SmartSheet survey link, which will be provided to the primary and secondary contacts. The SmartSheet link is also available on the IMD Connect page:

<https://connect.ncdot.gov/business/Transit/Pages/IMD-SmartSheet-Resources.aspx>

The monthly ROAP report must include eligible trip and expenditure data for the EDTAP, EMPL, and RGP programs. Any transfer of funds between programs or transfers made to meet grant matching requirements must be recorded in the monthly report in the month in which the transfer occurs. Counties are also responsible for including trip and expenditure data from any agencies that have received sub-allocated or contracted ROAP funds.

Failure to submit monthly ROAP reports by the required deadline may result in delays or forfeiture of future ROAP disbursements.

After review and approval by RGS, the county will receive a confirmation report. The county will have four (4) business days to review and confirm the accuracy of the approved report. A reminder will be sent via SmartSheet prompting confirmation. If confirmation is not received within five (5) business days, RGS staff will contact the system directly to obtain confirmation. Additional automatic SmartSheet reminders will not be sent. See [Appendix C](#) for additional information on the monthly reporting requirement submission process.

If an error is discovered one (1) report correction per monthly report is allowed. Transit directors must contact the RGS to have the report returned for correction. **The corrected report must be resubmitted within five (5) business days.**

If funds are transferred in a given month, ensure they are properly recorded on the report form for that month, i.e. January funds transferred from EMPL to EDTAP must be recorded on the January report. Transferred funds not recorded will impact the monthly fund balance information on the confirmation report generated monthly and at year-end. A transfer will not correct a previous negative balance; it will only provide funds going forward.

The monthly ROAP report for FY27 includes a drop-down field to record fares collected under each program. **Program expenditures should be reported excluding fare revenue; any fares collected must be recorded separately in the designated “Fares” line for each program.** Fare amounts will be calculated on an annual basis but will not be deducted from program allocations. Documentation of fares collected should be attached.

When ROAP funds for a program are fully expended, additional expenses will automatically be recorded in the “Other Funds” column in SmartSheet to reflect expenditures supported by county or other funding sources. Counties must continue reporting all trips and expenditures to accurately reflect the total cost of providing ROAP-supported services.

Close monitoring by the County Finance Officer or the Executive Director of the eligible authority is required to ensure appropriate and efficient use of all program funds. The County Finance Officer must:

- Record the receipt of ROAP grant funds in a manner that clearly identifies the source of the funds and the specific program to which they are allocated, along with

documentation of deposit into a financial institution.

- Ensure that ROAP funds and any interest earned are used only for eligible program expenses, that services are provided to eligible individuals, and that supporting documentation for all expenditures is retained for a minimum of five (5) years.
- Inform all subrecipients of the source of funds, applicable program requirements, eligible uses, and reporting obligations.
- Ensure that RGP trips are used to support public transportation services that benefit rural areas.
- Include ROAP funds received and expended in the annual independent audit within the Schedule of Expenditures of Federal and State Awards, and identify any funds passed through to other agencies.
- Complete and submit all required monthly ROAP reports in accordance with program deadlines.
- The June ROAP report, **due July 15**, serves as the annual report. IMD Regional Grant Specialists (RGSs) will review submitted reports and supporting documentation to verify accuracy and compliance with program requirements.
- The Grants Administrator will reconcile cumulative expenditures and fund transfers against the total amount allocated and disbursed to each system to determine the amount of any unspent funds.
- See Appendix C for step-by-step instructions on monthly ROAP reporting and SmartSheet program balance documentation.

Program Auditing and Documentation

IMD is responsible for providing program monitoring and oversight to ensure that ROAP funds are used for their intended purpose. To support these efforts, IMD relies on monthly ROAP reports that document passenger trips and expenditures by program. NCDOT's External Audit Branch compares the information reported in these monthly reports with ROAP expenditures reported in the county's annual independent audit.

NCDOT's External Audit Branch may also conduct on-site reviews of ROAP expenditures. As part of this process, auditors may meet with the County Finance Officer or an authority's Executive Director to obtain supporting documentation for costs reported through the monthly ROAP reporting system.

Common audit findings include insufficient documentation of passenger eligibility and trip activity. Because the EDTAP program serves specific populations, recipients must maintain documentation demonstrating that passengers meet program eligibility requirements, such as being elderly or disabled. Without adequate documentation, auditors cannot verify that trips were eligible to be charged to the program.

Recipients are required to retain documentation supporting all reported trips and expenditures for a minimum of five years following the submission of the final ROAP reports.

Supporting documentation may include driver manifests, staff mileage logs, fuel receipts, invoices, and other records associated with program costs.

Any costs that cannot be adequately supported through documentation will be considered an ineligible expenditures. The county or eligible authority will be required to reimburse the program for any unsupported costs identified during an audit or review.

Services throughout the Period of Performance

ROAP funds must be managed to ensure that services can be provided continuously throughout the entire twelve (12)-month grant cycle. To maintain funding availability for the full period of performance, it may be necessary to limit or prioritize services.

Additional ROAP funding will not be available from the state if allocated funds are exhausted before the end of the grant cycle. Counties and eligible authorities are encouraged to budget local funds as needed to prevent the interruption or discontinuation of ROAP-funded services.

If a ROAP-funded service is discontinued because all program funds have been expended before the end of the period of performance, the county must provide written notification to its assigned Regional Grant Specialist (RGS).

Application Process

A Call for Applications will also be posted on the NCDOT Connect site under the Unified Grants Application section at <https://connect.ncdot.gov/business/Transit/Pages/Unified-Grant-Application.aspx>. The Primary and Secondary Contacts listed in the IMD Contact List SmartSheet will also be notified by email when the application is available.

Funding should be budgeted to ensure services can be maintained throughout the entire 12-month program period.

Failure to complete the ROAP SmartSheet Application Survey and attach the Rural Operating Assistance Program (ROAP) Certification by the due date will result in processing delays or the application being deemed ineligible for funding. Applicants with questions regarding the application process should contact the Regional Grant Specialist (RGS) assigned to their county.

Public Outreach and Involvement

Prior to completing the application, the recipient should assess the transportation needs of agencies and individuals within the county. Eligible local agencies and interested community members should be provided with an opportunity to participate in the sub-allocation decision-making process.

A public hearing is not required as part of the application process. However, county commissioners or the governing boards of eligible authorities may choose to solicit public input, hold a public hearing, or consider public comments and expressions of support during a board meeting if required by local policies, procedures, or protocols.

Certified Statement

The County Manager and County Finance Officer must sign a Certified Statement acknowledging the roles and responsibilities associated with applying for and accepting ROAP funds. The statement also affirms the county's commitment to carrying out the actions necessary to properly administer the program.

To be eligible for the disbursement of ROAP funds, the Certified Statement must be signed, affixed with the county seal, and submitted as part of the ROAP SmartSheet Application.

Eligible authorities must submit a copy of the executed Memorandum of Understanding (MOU) for each municipality within their service area as part of the 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 Regional Grant Specialist (RGS) will review the application and supporting documents for completeness, accuracy, and compliance with program requirements. The RGS may request additional information or clarification as needed to complete the review. Follow-up may be required if all ROAP SmartSheet application questions are not answered or necessary documents are not provided.

Local Match/Local Funding Requirements

A local match is not required for EDTAP, EMPL, or RGP trips. ROAP funding may be used to cover up to one hundred percent (100%) of the fully allocated cost of providing eligible trips under these programs.

Any fares collected and/or local funds contributed must be used to provide additional transportation services. These funds may not be used to support administrative or capital

expenses. IMD encourages Community Transportation Systems to maintain reasonable fare structures to promote accessibility and encourage ridership.

Eligible Expenses and Activities

See the Eligible Transportation Expenses Matrix in Appendix A for examples of allowable trip purposes under each project category. This matrix must be provided to any agency receiving a ROAP sub-allocation to ensure that funds are expended in accordance with program guidelines.

If a county uses ROAP funds for ineligible activities (including, but not limited to, transfers to emergency services departments, administrative expenses, or office supplies), the county will be required to repay the misspent amount before additional ROAP funds are disbursed.

In addition, Community Transportation Systems that use ROAP funds to provide trip services must comply with all applicable requirements of the Federal Transit Administration (FTA) Section 5311 Program.

Appendix A – Eligible Transportation Expense Matrix

Services must be provided only to individuals who meet the eligibility criteria.

Trip-Based Services – Trips may be provided by carpool/vanpool, taxi, public transit, private transit, or agency vehicles. The most cost-effective transportation option must be selected. Public and private transportation providers will be reimbursed based on the fully allocated cost per mile, per hour, or per passenger trip. See the link at the end of Appendix A for additional information. Use of volunteer drivers requires prior approval from IMD.

If a human service agency uses an agency-owned vehicle to provide transportation, the reimbursement request must include the fully allocated cost per trip. This includes fuel, staff time and benefits, depreciation, vehicle insurance, and licensing. RGP trips may be coordinated with human service trips when space and destinations allow.

Trips not specifically identified below may be approved by IMD with complete supporting documentation. The trip purpose must be discussed with the Regional Grant Specialist before using ROAP funds.

Trip Purpose	EDTAP	EMPL	RGP
Personal care, non-emergency medical appointments, pharmacy pickup, shopping, bill paying, public hearings, committee meetings, classes, banking, etc.	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
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 are not allowed to use ROAP funds for “other” services, including fuel assistance (such as gas vouchers, gas cards, or reimbursement to fuel providers), vehicle repairs, or vehicle insurance premiums.

However, the fully allocated cost of providing a trip—which has traditionally been eligible under the EDTAP, EMPL, and RGP programs—will continue to be an eligible expense.

Appendix B - 2020 Census Data – Urban Population by County

COUNTIES	TOTAL POP.	RURAL POP.	ELDERLY POP.	DISABLED POP.	POP. DENSITY	Unemployed Labor Force
Alamance	171,415	46,385	37,741	12,156	394.72	7,207
Alexander	36,444	32,466	10,097	3,421	138.35	1,460
Alleghany	10,888	10,888	4,104	1,111	46.16	318
Anson	22,055	22,055	6,127	2,334	41.07	1,065
Ashe	26,577	26,577	9,277	2,078	62.06	908
Avery	17,806	17,806	5,356	1,349	71.94	544
Beaufort	44,652	44,652	15,160	4,081	46.35	1,488
Bertie	17,934	17,934	6,059	2,527	24.19	547
Bladen	29,606	29,606	9,896	3,449	33.36	1,253
Brunswick	136,693	81,122	56,570	11,559	152.95	5,225
Buncombe	269,452	60,299	70,388	18,412	408.45	14,116
Burke	87,570	40,293	24,698	10,441	170.31	3,225
Cabarrus	225,804	39,683	39,389	12,982	620.59	9,466
Caldwell	80,652	34,673	22,257	9,278	169.96	3,402
Camden	10,355	10,355	2,440	904	33.37	283
Carteret	67,686	67,686	23,779	6,328	65.14	2,094
Caswell	22,736	22,736	6,665	2,271	53.03	840
Catawba	160,610	56,647	38,231	12,393	385.97	7,066
Chatham	76,285	62,456	23,087	5,147	107.62	2,315
Cherokee	28,774	28,774	11,048	2,445	61.67	1,048
Chowan	13,708	13,708	4,568	1,423	58.67	407
Clay	11,089	11,089	4,806	969	50.24	357
Cleveland	99,519	99,519	24,763	8,197	212.56	4,543
Columbus	50,623	50,623	15,174	5,860	53.04	2,213
Craven	100,720	100,720	25,964	8,525	130.33	3,125
Cumberland	334,728	46,356	56,119	33,297	508.97	14,867
Currituck	28,100	28,100	6,699	2,196	63.19	927
Dare	36,915	36,915	11,322	2,414	30.01	1,734
Davidson	168,930	80,494	41,143	13,455	297.65	6,718
Davie	42,712	36,058	11,709	3,513	160.26	1,614
Duplin	48,715	48,715	14,681	6,160	59.41	1,636
Durham	324,833	17,655	59,508	16,849	1090.62	14,556
EBCI	0	9,370	0	0	0.00	-
Edgecombe	48,900	34,070	14,493	4,886	96.49	2,855

COUNTIES	TOTAL POP.	RURAL POP.	ELDERLY POP.	DISABLED POP.	POP. DENSITY	Unemployed Labor Force
Forsyth	382,590	0	83,574	23,827	927.88	17,221
Franklin	68,573	57,088	16,139	6,400	138.66	2,560
Gaston	227,943	50,635	50,396	19,586	627.13	10,759
Gates	10,478	10,478	3,408	1,427	30.30	358
Graham	8,030	8,030	2,629	923	26.63	333
Granville	60,992	59,976	13,864	4,719	113.44	2,125
Greene	20,451	20,451	5,001	2,477	76.55	621
Guilford	541,299	77,350	112,433	34,901	823.15	28,299
Halifax	48,622	48,622	14,261	5,664	66.58	2,255
Harnett	133,568	125,041	24,252	12,469	222.17	4,723
Haywood	62,089	62,089	20,208	5,829	112.00	2,560
Henderson	116,281	39,821	38,536	8,012	310.00	4,187
Hertford	21,552	21,552	6,653	2,706	59.79	777
Hoke	52,082	21,787	8,061	6,687	133.01	2,104
Hyde	4,589	4,589	1,481	363	3.28	164
Iredell	186,693	100,548	39,653	12,161	312.21	7,753
Jackson	43,109	43,109	11,688	3,610	87.13	1,729
Johnston	215,999	137,218	39,174	18,351	271.52	7,733
Jones	9,172	9,172	2,996	1,347	19.37	278
Lee	63,285	63,285	14,086	6,359	244.21	2,509
Lenoir	55,122	55,122	15,136	8,075	137.37	2,147
Lincoln	86,810	86,810	21,220	7,230	284.83	3,295
Macon	37,014	37,014	12,791	3,067	71.24	1,200
Madison	21,193	21,193	6,447	2,039	46.95	782
Martin	22,031	22,031	6,771	2,368	48.25	719
McDowell	44,578	44,578	12,514	5,390	100.11	1,658
Mecklenburg	1,115,482	11,580	179,405	53,147	2045.52	61,789
Mitchell	14,903	14,903	4,811	1,264	67.19	532
Montgomery	25,751	25,751	7,642	2,771	51.38	1,029
Moore	99,727	49,559	30,711	7,237	141.36	3,450
Nash	94,970	47,913	23,737	8,726	174.97	4,436
New Hanover	225,702	3,826	55,605	15,891	1024.69	10,388
Northampton	17,471	17,471	6,810	1,740	31.73	651
Onslow	204,576	94,173	25,573	18,329	250.72	5,420
Orange	148,696	59,437	29,247	6,751	370.87	5,174

COUNTIES	TOTAL POP.	RURAL POP.	ELDERLY POP.	DISABLED POP.	POP. DENSITY	Unemployed Labor Force
Pamlico	12,276	12,276	5,083	1,165	21.89	347
Pasquotank	40,568	40,568	9,504	3,281	139.34	1,411
Pender	60,203	58,776	15,426	6,355	68.26	2,139
Perquimans	13,005	13,005	5,106	934	39.54	371
Person	39,097	39,097	10,976	4,728	96.67	1,562
Pitt	170,243	50,552	34,030	15,585	259.75	7,550
Polk	19,328	19,328	8,132	1,815	81.09	635
Randolph	144,171	124,553	34,406	15,375	182.48	5,564
Richmond	42,946	42,946	11,127	4,491	89.47	1,906
Robeson	116,530	116,530	28,817	12,313	122.68	5,808
Rockingham	91,096	91,096	25,520	8,476	159.02	3,897
Rowan	146,875	62,530	33,936	13,360	280.39	6,192
Rutherford	64,444	64,444	19,428	7,578	113.63	2,758
Sampson	59,036	59,036	15,311	5,704	62.31	2,061
Scotland	34,174	34,174	8,638	3,023	106.60	1,734
Stanly	62,504	62,504	15,919	5,412	154.41	2,242
Stokes	44,520	35,882	13,299	4,591	97.66	1,603
Surry	71,359	71,359	19,912	8,343	132.70	2,582
Swain	14,117	14,117	3,760	1,450	26.14	625
Transylvania	32,986	32,986	13,117	2,186	86.75	998
Tyrrell	3,245	3,245	1,173	280	5.39	118
Union	238,267	66,326	41,224	12,681	372.60	8,780
Vance	42,578	42,578	11,212	5,113	158.45	2,154
Wake	1,129,410	76,358	183,830	55,917	1317.71	47,246
Warren	18,642	18,642	6,868	1,862	41.95	805
Washington	11,003	11,003	3,931	1,279	26.50	392
Watauga	54,086	54,086	12,355	3,625	172.62	2,030
Wayne	117,333	63,006	28,940	10,898	210.44	3,965
Wilkes	65,969	65,969	19,618	6,987	87.11	2,207
Wilson	78,784	78,220	20,610	6,779	211.20	3,741
Yadkin	37,214	37,214	10,129	3,144	110.19	1,377
Yancey	18,470	18,470	6,017	1,688	58.97	628

Appendix C - Montly ROAP Report and Program Balances Smartsheet

An external-facing dashboard was developed to provide greater transparency into ROAP balances for each transit system. Integrated into the reporting process, the dashboard helps Transit Agencies and IMD verify that financial information is accurate, complete, and consistently captured.

ROAP Monthly Reporting / Program Balance Sheets

Transit Agencies will have access to their monthly ROAP report data and current ROAP balances at any time through their dedicated Smartsheet Workspace. The workspace provides a comprehensive view of all ROAP reporting information, ensuring that both the Transit Agency and IMD have access to the same up-to-date data.

Each Transit Agency will receive a link to its own Smartsheet Workspace. Access is restricted to the individual Transit Agency and authorized IMD staff, ensuring that each agency can view only its own information.

The screenshots below show the EDTAP data shown in the system's Smartsheet Workspace. This data will also be available for EMPL and RGP.

Total Balance	Transit System Approval	EDTAP →	EDTAP Starting Balance	EDTAP Expended	EDTAP Transfers	E... In... Tr...	EDTAP Remaining Balance	EDTAP Other Funds Used
 			 	 				 
\$129,261.00	☒		\$61,272.00	\$9,943.79	\$0.00		\$51,328.21	\$0.00
\$117,003.45	☒		\$51,328.21	\$8,890.40	\$0.00		\$42,437.81	\$0.00
\$105,909.57	☒		\$42,437.81	\$10,149.98	\$0.00		\$32,287.83	\$0.00
\$93,981.91	☒		\$32,287.83	\$12,582.99	\$0.00		\$19,704.84	\$0.00
\$79,018.47	☒		\$19,704.84	\$9,498.79	\$0.00		\$10,206.05	\$0.00
\$67,902.10	☒		\$10,206.05	\$8,918.21	\$0.00		\$1,287.84	\$0.00

Once the Transit Agency acknowledges the accuracy of the monthly ROAP report by submitting the approval form received via email, Smartsheet will automatically mark the **Transit System Approval** checkbox to indicate the agency's approval.

If the Transit Agency does not approve the report due to a discrepancy, the agency should contact their Regional Grant Specialist (RGS) to review and resolve the issue before the report is finalized.

Completing a Monthly ROAP Report

The first portion of the report requests the County / Transit system name. The second is the Expenditure Report Month. Please note that both are dropdown boxes. Do not attempt to override the options. If your organization names need to be updated, please contact your RGS. Additionally, ROAP Reports must be submitted for each individual month. Therefore, you must select an individual month from the dropdown.

Fields marked with an asterisk (*) are required.

County/Transit System Name *

Select the county or transit system name from the dropdown below.

Expenditure Report Month *

Select the month which expenditures are being reported.

Next, enter the EDTAP, EMPL, and RGP information.

Begin by entering the total number of trips provided during the reporting period.

- If the trips were provided directly by the Transit Agency, organizations receiving sub-allocated ROAP funds, or a contractor enter the number of trips in the "**EDTAP Trips**" field.
- If the trips were provided by an outside entity other than described above, enter the number of trips in the "**EDTAP Non-Transit**" field.
- If trips were provided through both methods, enter the appropriate number of trips in each field.

Next, enter the total monthly expenditures for the project category.

- If fares are collected, report **net expenditures**, which are the total expenditures minus the fares collected.
- In the "**EDTAP Fares?**" dropdown, select "**No**" if no fares were collected during the reporting period.
- If fares were collected, select "**Yes.**" An "**EDTAP Fares \$**" field will appear. Enter the total amount of fares collected for the reporting period in this field.

Complete this information for EDTAP, EMPL, and RGP.

EDTAP

EDTAP Trips *
Enter the number of trips taken for the reporting period.

0

EDTAP Trips Non-Transit *

0

EDTAP Expend *
Enter the total amount of EDTAP Expenditures minus fares being reported for the month at the transit level and any suballocated funding.

0.00

EDTAP Fares? *
Select yes if EDTAP fares were collected for the reporting month. (Another box will populate if yes is selected.)

▼

The next two sections of the report are **"Transfers?"** and **"Interagency Transfers?"** If you do not plan to complete any transfers, select **"No"** from the corresponding drop-down menu. If you will be completing transfers, please refer to the instructions below for additional guidance.

Transfers

Transfers? *

No x ▼

Interagency Transfer?

Interagency Transfer? *
Select Yes if you have a transfer between transit systems.

No x ▼

The last section of the report includes the option to include "Notes". This may be useful if there is any portion of the report or supporting documentation that is unclear. Often, system will note that "Fares have been deducted from expenditures" if this is not entirely clear on their supporting documentation. Next, the submitter will enter their name, title, and email.

Under “File Upload”, attach all required supporting documentation. This documentation should substantiate the trips, expenditures, and fares reported. It should also be organized in a way that allows the RGS reviewer to easily match the information in the report to the corresponding supporting documentation. Unclear or incomplete documentation may result in requests for additional information or clarification.

If you would like to receive a copy of the report for your records, select "**Send me a copy of my responses**" before clicking "**Submit.**"

Notes

Fares have been deducted from expenditures

Submitted by *

John Doe

Submitter's Title *

Transit Director

Submitter's Email *

TransitDirector@NCtransit.com

File Upload *

Please upload the supporting documentation to the expenditures being reported. For months with no ROAP expenditures, please attach a memo with an explanation.



Drop your files here

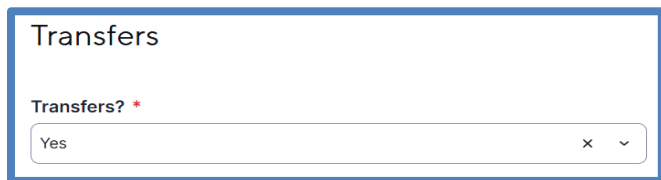
Browse

☐ Send me a copy of my responses

Submit

Reporting ROAP Transfers Between Project Categories – EDTAP, EMPL, and/or RGP

After entering the trip, expenditure, and fare information for each project category, you can enter any applicable transfers. To begin entering transfers, select **"Yes"** from the **"Transfers?"** drop-down menu.



Transfers

Transfers? *

Yes

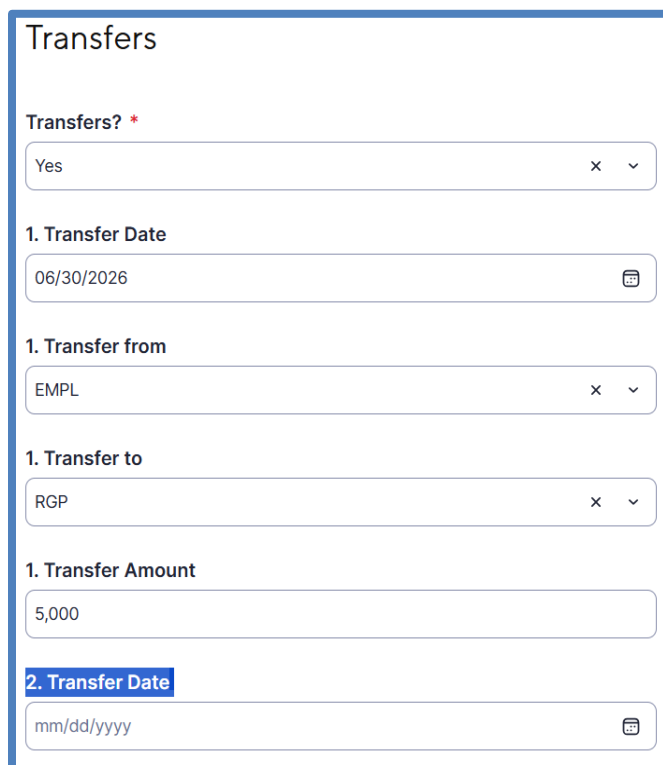
After selecting yes, additional boxes for the entry of transfer information will pop up.

Next, enter the **"Transfer Date."** Transfers must be reported in the month they were completed.

Under both **"Transfer From"** and **"Transfer To,"** select the appropriate program and enter the transfer amount in the **"Transfer Amount"** field. In the example shown, the submitter is transferring **\$5,000** from **EMPL** to **RGP** on June 30, 2026.

The area highlighted as **"2. Transfer Date"** indicates where a second transfer date can be entered. The ROAP report allows you to enter up to **five** transfers.

Please ensure that all transfers entered are allowed. Below, please review allowable transfers.



Transfers

Transfers? *

Yes

1. Transfer Date

06/30/2026

1. Transfer from

EMPL

1. Transfer to

RGP

1. Transfer Amount

5,000

2. Transfer Date

mm/dd/yyyy

Transfer	Allowed	Notes
EDTAP to EMPL	NO	EDTAP funds cannot be transferred within ROAP
EDTAP to RGP	NO	EDTAP funds cannot be transferred within ROAP
EMPL to EDTAP	YES	Once moved to EDTAP, EMPL funds take on the rules of EDTAP funds. Therefore, once moved into EDTAP, these funds become EDTAP funds and cannot be transferred back to EMPL or to RGP.
EMPL to RGP	YES	
RGP to EDTAP	YES	Once moved to EDTAP, RGP funds take on the rules of EDTAP funds. Therefore, once moved into EDTAP, these funds become EDTAP funds and cannot be transferred back to RGP or to EMPL.
RGP to EMPL	YES	

Please remember that a transfer will not eliminate a negative balance from a previous month. In the example below, the transfer on line two does not correct the negative balance shown on line one.

EDTAP →	EDTAP Starting Balance	EDTAP Expended	EDTAP Transfers	E... In... Tr...	EDTAP Remaining Balance	EDTAP Other Funds Used
	\$382.74	\$12,171.12	\$0.00		\$0.00	\$11,788.38
	\$0.00	\$17,044.33	\$25,000.00		\$7,955.67	\$0.00
	\$7,955.67	\$16,656.22	\$16,656.22		\$7,955.67	\$0.00
	\$7,955.67	\$15,956.38	\$15,956.38		\$7,955.67	\$0.00
	\$7,955.67	\$0.00	\$0.00		\$7,955.67	\$0.00
	\$7,955.67	\$0.00	\$0.00		\$7,955.67	\$0.00

To avoid a zero-dollar balance and having expenditures moved to the "**EDTAP Other Funds Used**" category, the transfer must be completed in the month the expenditures are reported or before, as illustrated below.

EDTAP →	EDTAP Starting Balance	EDTAP Expended	EDTAP Transfers	E... In... Tr...	EDTAP Remaining Balance	EDTAP Other Funds Used
	\$382.74	\$12,171.12	\$25,000.00		\$13,211.62	\$0.00
	\$13,211.62	\$17,044.33	\$25,000.00		\$21,167.29	\$0.00

Reporting ROAP Transfers to Match Other Grants

Reporting transfers to other grants is completed in the same manner as reporting transfers between project categories, as described above. In the example below, the submitter transfers \$5,000 from EDTAP to 5310.

Transfers

Transfers? *

Yes

1. Transfer Date

06/30/2026

1. Transfer from

EDTAP (only to 5310 Matching)

1. Transfer to

5310 Funds

1. Transfer Amount

5,000

Reporting Interagency Transfers

ROAP funds may be transferred between member counties of a regional transportation system if the transfer is approved by the participating county boards of commissioners. Any transfer or receipt of ROAP funds between member counties must be documented in the monthly ROAP report using the appropriate reporting categories for Regional Transfer of Funds and Regional Receipt of Funds.

The following regional transportation systems are eligible for this additional flexibility:

- 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)
- Hyde-Tyrrell Transportation System (multi-county by ConCPT)
- 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) authorizes regional public transportation authorities established under Article 25 or Article 26 of Chapter 160A of the North Carolina General Statutes to apply for and receive funds on behalf of their member municipalities or counties. To do so, the authority must have a written agreement with the municipalities or counties it serves. Under such an agreement, the authority may receive any funds to which the member municipalities or counties are entitled under the distribution formula established in subsection (d) of the law.

Interagency transfers are reported in the same manner as other transfers. In the example below, the submitter is transferring funds between two member counties (Jones to Craven) and between two project categories (EMPL to RGP). Funds may be transferred between member counties within the same project category or between different project categories, as applicable. ***Multiple Interagency transfers can be submitted as part of a single monthly reports.***

When reviewing the Monthly Program Balance Sheets, ensure that all transfers are accurately reflected. If transfers are not reported correctly, year-end balances may be inaccurate, which could affect eligibility for a second disbursement in the following year.

Interagency Transfer? *

Select Yes if you have a transfer between transit systems.

Yes

x

v

6. Interagency Transfer Date

06/30/2026

**6. Interagency Transfer From**

CARTS – Jones County

x

v

6. Interagency Transfer Program From

EMPL

x

v

6. Interagency Transfer To

CARTS – Craven County

x

v

6. Interagency Transfer Program To

RGP

x

v

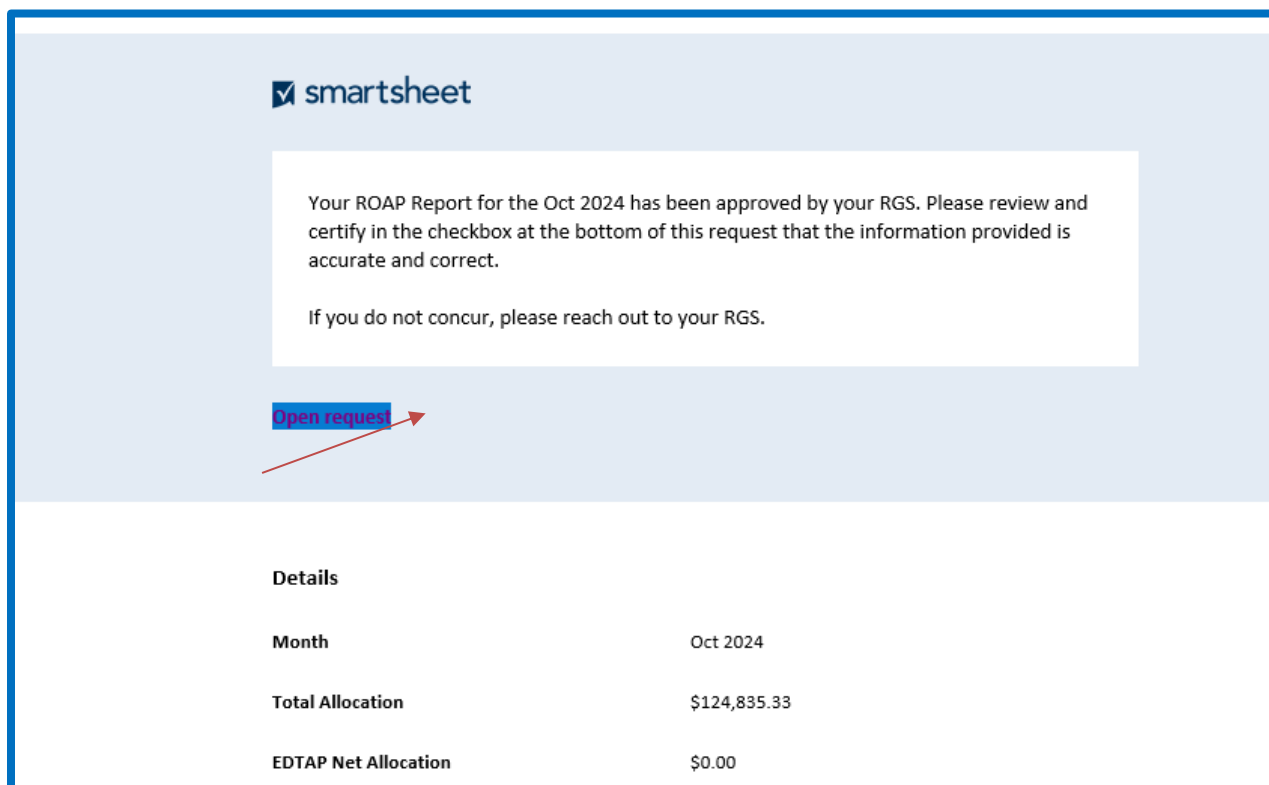
6. Interagency Transfer Amount

5000

ROAP Report Approval Process

The monthly ROAP report will be reviewed and approved by the Regional Grant Specialist (RGS). Once approved, Smartsheet will automatically send an email notification to the Transit Agency requesting confirmation that the report is accurate.

The screenshot below shows an example of the email notification. To review and confirm the report, the Transit Agency should click the blue **"Open Request"** button.



The screenshot shows an email notification from Smartsheet. At the top is the Smartsheet logo. Below it is a white box with the following text: "Your ROAP Report for the Oct 2024 has been approved by your RGS. Please review and certify in the checkbox at the bottom of this request that the information provided is accurate and correct." and "If you do not concur, please reach out to your RGS." Below this box is a blue button labeled "Open request" with a red arrow pointing to it. At the bottom of the email is a table with the following details:

Details	
Month	Oct 2024
Total Allocation	\$124,835.33
EDTAP Net Allocation	\$0.00

When the **"Open Request"** button is selected, a Smartsheet form will open. The form, shown on the next page, allows the Transit Agency to review and confirm the accuracy of the monthly ROAP report.

ROAP Transit System Approval Request

Your ROAP Report for the Nov 2024 has been approved by your RGS. Please review and certify in the checkbox at the bottom of this request that the information provided is accurate and correct.

If you do not concur, please reach out to your RGS.

Month

Nov 2024

Total Allocation

EDTAP Net Allocation

\$0.00

EDTAP Transfers

\$0.00

EDTAP Expended

\$0.00

EDTAP Remaining Balance

\$0.00

EDTAP County Funds Used

\$0.00

EMPL Net Allocation

\$23,103.18

EMPL Expended

\$0.00

EMPL Transfers

\$0.00

EMPL Remaining Balance

\$23,103.18

EMPL County Funds Used

\$0.00

RGP Net Allocation

\$99,030.24

RGP Expended

\$0.00

RGP Transfers

\$0.00

RGP Remaining Balance

\$99,030.24

RGP County Funds Used

\$0.00

The Transit Agency should review the information displayed on the form to verify its accuracy.

- **If the information is accurate**, select the **"Transit System Approval"** checkbox and click **"Submit Update."** To receive a copy of your submission, select **"Send me a copy of my responses"** and enter your email address.
- **If the information is not accurate**, do not submit the form. Instead, contact your Regional Grant Specialist (RGS) to resolve the discrepancy before completing the approval process.

If the Transit Agency does not submit the form within four (4) days of receiving the initial email, Smartsheet will automatically send a reminder email requesting completion of the form. The reminder will state:

This is a friendly reminder to respond to the update ROAP request for the month of (appropriate month). Please respond to the original Smartsheet update request email. If you have any questions, please reach out to your RGS.

Once the Transit Agency confirms the accuracy of the monthly ROAP report by submitting the approval form received via email, Smartsheet will automatically update the report by selecting the **Transit System Approval** checkbox. (Shown on the Monthly Report and Program Balance Sheet. If the system is unable to locate email, the box can also be selected in the Monthly Program Balance Sheet.

If the Transit Agency identifies a discrepancy and does not approve the report, the agency should contact their Regional Grant Specialist (RGS) to review and resolve the issue before the report is finalized.

RGS Approval Date
Not yet approved

Transit System Approval
☐

Comments
Add a comment

☐ Send me a copy of my responses

Submit Update

Month	RGS Approval Date	Transit System Approval
Jul 2024	09/18/24	☐
Aug 2024	10/08/24	☐
Sept 2024	11/04/24	☐
Oct 2024	11/21/24	☒
Nov 2024	Not yet approved	☐
Dec 2024	Not yet approved	☐
Jan 2025	Not yet approved	☐
Feb 2025	Not yet approved	☐
Mar 2025	Not yet approved	☐
Apr 2025	Not yet approved	☐
May 2025	Not yet approved	☐
Jun 2025	Not yet approved	☐

ROAP Report Due Dates

FY2027 ROAP Report Due Dates	
July 2026	Friday, August 28, 2026
August 2026	Wednesday, September 30, 2026
September 2026	Friday, October 30, 2026
October 2026	Monday, November 30, 2026
November 2026	Wednesday, December 30, 2026
December 2026	Friday, January 29, 2027
January 2027	Friday, February 26, 2027
February 2027	Tuesday, March 30, 2027
March 2027	Friday, April 30, 2027
April 2027	Friday, May 28, 2027
May 2027	Wednesday, June 30, 2027
June 2027	Thursday, July 15, 2027