

Develop RPO Funding Agreement

Description

The purpose of this procedure is to describe the steps for creating a funding agreement between NCDOT and the Lead Planning Agency (LPA) for a Rural Planning Organization (RPO).

Responsibility

The *RPO Staff* to coordinate the process and obtain the necessary copies of the funding agreement.

The *TPB RPO Coordinator* to explain the funding agreement process, to coordinate the review of the funding agreement, and to make sure sufficient copies are submitted.

The *Senior RPO Coordinator* to submit the Agreement Checklist (link) to the Local Programs Management Office, make sure the procedures are understood by the TPB Coordinator, and coordinate with the Local Programs Management Office on processing of the revised agreement.

Scheduling and Time Constraints

The Local Programs Management Office typically requires two (2) weeks to draft the agreement. RPO review, placing on NC BOT agenda for approval and obtaining the Highway Administrators signature may take an additional 8 weeks.

An MOU serves as the basis for the funding agreement and if it is being updated, it must be completed prior to the execution of a revised funding agreement.

Procedure

Step	
1	The TPB RPO Coordinator will determine if the funding agreement needs to be updated due to changes in laws, funding, or designation of the LPA.
2	The TPB Coordinator will discuss the need for a revised funding agreement with the Senior RPO Coordinator. (See Funding Agreement Example)
3	The Senior RPO Coordinator will complete the "Create New Agreement" form online at: https://intranet.dot.state.nc.us/projects/agreements/Templates/ChooseType.aspx
4	The Local Programs Management Office will draft the agreement and submit it to the Senior RPO Coordinator to begin the review process by the LPA.
5	The Senior RPO Coordinator will provide the agreement to the TPB Coordinator who will forward the agreement to the RPO Coordinator via e-mail.
6	The RPO Coordinator will have the LPA sign three (3) copies of the funding agreement and forward the executed copies to the TPB Coordinator.
7	The TPB Coordinator will submit the three originals to the Senior RPO Coordinator, who will review them and forward them to the Local Programs Management Office.
8	The Local Programs Management Office will place the agreement on the BOT Agenda, and will obtain the Signature of the Highway Administrator.

9	Once approved by the BOT and the Highway Administrator, the Local Programs Management Office will forward the executed agreement to the Senior RPO Coordinator. Note: The Local Programs Management Office places all agreements online at: https://intranet.dot.state.nc.us/projects/agreements/Reports/SearchReport.aspx
10	The Senior RPO Coordinator will place one original in the RPO main file and send one original to the RPO Coordinator.
11	The updated Agreement may result in a need to update the contract between NCDOT and the LPA. (refer to the “ <i>Entering Contracts in SAP</i> ” procedure)

Policy, Regulatory, and Legal Requirements

No specific policy exists for developing RPO Funding Agreements. However, funding agreements are required in order for the Department to create the fiscal contract that is necessary to reimburse the RPO for their expenses. [NCGS 136-213](#).

Resources

[RPO Manual](#)

[Funding Agreement Example](#)

Background

A funding agreement is between the LPA and NCDOT that designates the LPA as the recipient of RPO planning funds. The Agreement serves as the backup document for the creation of a contract (refer to the “*Entering Contracts in SAP*” procedure) between the LPA and NCDOT. This contract allows the LPA to receive funds from NCDOT on behalf of the RPO. In order for the LPA to receive planning funds, an MOU (Memorandum of Understanding), funding agreement and an annual work plan must be in place.

Funding agreements may need to be updated because of changes in laws, funding, or designation of the LPA.

This procedure is triggered by a need to change the funding agreement.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version.

Version	Section Affected	Description	Effective Date
2.0	Entire Procedure	Template	03/15/2013

Flowchart