

FY26 Rural Operating Assistance Program (ROAP) Application

Name of Entity (County)	Union County
County Manager Name	Brian W. Matthews
County Manager's Email	Brian.matthews@unioncountync.gov
County CFO Name	Beverly L. Liles
CFO's Email	Beverly.liles@unioncountync.gov
Person Completing this Application (Applicant)	Theresa Torres
Applicant's Job Title	Director
Applicant's Email Address	Theresa.torres@unioncountync.gov
Applicant's Phone Number	704-283-3598
Community Transportation System Name	Union County Transportation
Transit Contact Name	Theresa Torres
Transit Contact's Email	Theresa.torres@unioncountync.gov

Application Completed by: Theresa Torres Date: 10.20.25
 Signature

I certify that the content of this application is complete and accurately describes the County's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the monthly and final monthly milestone reports, and any other status reports required by the Integrated Mobility Division (IMD) are not submitted on or before the due dates, the next scheduled disbursement will be held until all reports are submitted.

I further certify that ROAP funds will only be used for program purposes to provide trips and will not be used for administrative or operational expenses. If it is determined that ROAP funds have been misused, repayment of funds must be made.

Transit Director: Theresa Torres Date: 10.20.25
 Signature

County Manager: _____ Date: _____
 Signature

County Finance Officer: _____ Date: _____
 Signature

Application Instructions

County officials should read the Program Administration Guide for Rural Operating Assistance Program (ROAP) which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- **Answer choices** are in the (parenthesis) before each gray rectangle. Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row.
- Please answer every question. Leave no blanks.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-IMD Regional Grant Specialist assigned to the area served by the transit system.

FY26 ROAP Program Schedule

Application Deadline: October 24, 2025

Anticipated Funds Disbursement: Week of November 17, 2025**

***** Applications not uploaded into Smartsheet by October 24th will delay disbursement of funds until the application is submitted and reviewed.***

- Counties with unspent FY25 funds will retain the funds and the FY26 disbursement will be adjusted accordingly.
- Counties with 5% or less in unspent funds are eligible for a second disbursement of any unspent funds from FY25. The ROAP formula will be used to determine the amount of funds each eligible county will receive.
- Once IMD ROAP reconciliation begins in mid-August, any outstanding reports will be considered unspent funds
- Monthly reports are due via SmartSheet 30 days following the reporting period (unless it falls on a weekend day i.e., July reporting period, report due August 30th)

ROAP Reporting Period	ROAP Report Deadline
July 1 - 31, 2025	August 29, 2025
August 1 - 31, 2025	September 30, 2025
September 1 - 30, 2025	October 30, 2025
October 1 - 31, 2025	November 28, 2025
November 1 - 30, 2025	December 30, 2025
December 1 - 31, 2025	January 30, 2026
January 1 - 31, 2026	February 27, 2026
February 1 - 28, 2026	March 30, 2026
March 1 - 31, 2026	April 30, 2026
April 1 - 30, 2026	May 29, 2026
May 1 - 31, 2026	June 30
June 1 – 30, 2026	July 30, 2026

Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process.
- **ROAP funds are expended only on eligible activities as described in Appendix A of the ROAP Guidance.**
- **Supporting documentation of expenditures (software printouts, legible receipts, etc.) is required by all applicants.**
- Transportation service recipients must meet eligibility requirements, and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- ROAP funds received and expended are included in the local annual audit.

Counties have the flexibility to determine how the funding will be used to meet the needs of the citizens and how to suballocate the funding to meet the transportation needs, but the guidelines for each program used must be followed and trips accounted for by program used.

ROAP Public Hearing is Not a State Requirement Please Provide These Documents, Only If Required Locally	
1. Public Hearing Notices languages (N/A, English Only, English & Spanish)	N/A
2. Public Hearing Affidavit (N/A, Attached)	N/A
3. Was the Public Hearing Notice published within 7-14 days of the hearing? (N/A, Yes, No)	N/A
4. Public Hearing Record (N/A, Attached)	N/A
5. Public Hearing Minutes (N/A, Attached)	N/A
6. Title VI Survey (N/A, Offered but None Completed, Attached)	N/A

Grant Administration
1. What Public Transportation Plans are available for your area? (Community Coordinated Plan (CCP), Locally Coordinated Plan (LCP), Statewide Locally Coordinated Plan (SLCP), Other Plans – (List all that apply)) Coordinated Public Transit-Human Services Transportation Plan, SLCP, CTP
2. Did the County/Authority ask the Community Transportation Advisory Board (TAB) to recommend how the ROAP funds should be suballocated? (Yes/No) No 2a. If no, how were recommendations made and by whom (Describe)? We have always used ROAP funds to cover the trip costs. ROAP funds are not suballocated to anyone else in the County. 2b. How many individuals assisted in the determination? (List number here) 0
3. Were outreach efforts conducted to inform agencies about the availability and eligibility of ROAP funds and to discuss transportation needs PRIOR TO the county deciding how to suballocate the ROAP funds? (N/A, Yes- Outreach Conducted, No Outreach) N/A

Financial Management

1. Does the county pass through any ROAP funds to governmental or non-profit agencies or organizations? (If the County/Authority passes through any ROAP funds, they should have a written agreement between them which addresses the proper use and accountability of these funds.) (List all that applies: N/A, EDTAP, EMPL, RGP) N/A
2. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? (Their procurement practices will need to meet all federal and state requirements for procurement of professional services.) (List all that applies: No - Private Contractor Used, Yes for EDTAP, EMPL, and/or RGP) No Private Contractors
3. Are ROAP funds deposited in an interest-bearing account? (Ensure interest earned on the funds will be retained by the transportation program and must be used for transportation related expenses) (Yes, No) Yes
4. Do you have local financial support that will prevent discontinuation of services? (Trips may be limited but cannot stop altogether due to lack of ROAP funds.) (Yes, No) Yes 4a. If No, how will you continue to offer trips after ROAP funds are exhausted? (Please describe.) N/A

Monitoring and Oversight Responsibilities
1. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. Are you receiving these? (The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost.) (Yes, No) Yes
2. Will the ROAP allocation be used as matching funds for any of the following programs? (EDTAP funds may only be used for Enhanced Mobility of Senior & Individuals with Disabilities and must be properly tracked.) 5310 – Enhanced Mobility of Senior & Individuals with Disabilities Program-EDTAP (Operating only) (Yes, No) No 5310 – Enhanced Mobility of Senior & Individuals with Disabilities Program-EDTAP (Capital Cost of Contracting only) (Yes, No) No 5311 Operating only - Rural Area Formula Program (Yes, No) No Rural State Operating Program (Yes, No) No 5311 Capital Cost of Contracting Program (Yes, No) No
3. Will fares be charged for a ROAP funded trip? (List all that applies: No-Fares not charged, Yes - EDTAP, EMPL, and/or RGP No-Fares not charged)
4. Describe the eligibility criteria and documents used in this County to determine who will be provided ROAP-funded trips. (Please describe i.e. Driver's license check, professional assessment, etc.) professional assessment and drivers license