

REQUEST FOR BOARD ACTION

ITEM NO. 30.

DATE OF MEETING: July 20, 2009

REQUESTED BY: Judy Cromer, Transportation Director, Pender Adult Services

SHORT TITLE: Public Hearing and Resolution Authorizing Fiscal Year 2009-2010 Rural Operating Assistance Program: \$186,129

BACKGROUND: Each year, Pender Adult Services applies for and manages the Rural Operators Assistance Program which provides the funding for Pender County's transportation program. The application they are submitting is for funding from July 1, 2009 to June 30, 2010.

This year's funding application provides for three levels of funding.

- The EDTAP component is \$81,686 and provides Elderly and Disabled Transportation Assistance to allow the folks who are at least 60 years old or who are disabled to remain in their homes by providing for their transportation needs.
- The EMP- or Employment Transportation Assistance program component is \$14,950 and provides transportation to work for folks who are in transitional work situations (Work First or Workforce Development) but who are not eligible for other benefits. Neither of the first two components requires a local match.
- The RGP or Rural General Public component is \$89,493. This service makes transportation services available to all citizens of Pender County. This requires a 10% local match (approximately \$8.950) and Pender Adult Services will generate this by collecting a fee of \$3 one way per ride for all who utilize the services and by selling advertising on the vans.

SPECIFIC ACTION REQUESTED: The Board is requested to hold a public hearing and approve the resolution authorizing FY 2009-10 Rural Operating Assistance Program.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

RB
Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

the application for Rural Operating Assistance Program funding is approved and Pender Adult Services is authorized to submit this application on behalf of Pender County. The Chairman and/or County Manager is authorized to execute any/all agreements necessary to implement the resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Tate ___ Brown ___ Blanchard ___ Rivenbark ___ Williams ___

Jimmy T. Tate, Chairman 7/20/09
Date

ATTEST 7/20/09
Date

Application for Operating Assistance FY2010 Rural Operating Assistance Program Funds

| | |
|---|--|
| Name of Applicant (County) | Pender |
| County Manager | Rick Benton |
| County Manager's Email Address | bentonr@pender-county.com |
| County Finance Officer | David McCole |
| CFO's Email Address | mccoled@pender-county.com |
| Mailing Address | PO Box 5, Burgaw, NC 28425 |
| Person Completing this Application | Judy Cromer |
| Email Address | cromer@penderadultservices.com |
| Phone Number | 910 259-9119 |
| Supplemental ROAP Funding Request Included: | Yes x <input type="checkbox"/> No <input type="checkbox"/> |

Application Completed by: _____ Date: _____
Signature

Application Instructions

- Read each question carefully. Be sure to answer all the questions.
- Answer questions with complete sentences, providing enough detail to completely answer the question.
- Click on the **gray rectangle** and type each answer. If needed, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.
- Outreach and public involvement in the use of the ROAP funds is key to providing service that meets the needs of individuals within the community. County managers and finance officers are encouraged to discuss the Limited English Proficiency (LEP) requirements with the local system transportation directors.

I. PROJECT DESCRIPTION FOR FORMULA FUNDS – EDTAP

These funds may be sub-allocated to the transit system or human service agencies in the county. EDTAP funds will be used to provide transportation services for elderly and disabled individuals when other funding sources are not available. If an individual meets the eligibility criteria of both EDTAP and an agency transportation program, the agency’s program funds will be used as long as they are available before using EDTAP funds.

EDTAP-1 Describe the process for determining which organizations will receive a sub-allocation of EDTAP funds. The response should address:

- (1) assessment of needs in the service area
- (2) equity in requesting and disbursement of funds
- (3) criteria for determining amount of funds sub-allocated to each organization and

(1) We assess the need for transportation based on the response of our services. This is a rural county and most of our transportation is into other counties for medical services.

(2) We do not distribute funds to other agencies with the exception of WORK FIRST, Our MOU states that we will provide service and have never denied anyone transportation.

(3) n/a

EDTAP-2 Describe the transportation or other services that will be provided by the transit system or human service agencies with EDTAP funds (i.e. trips by transit system or private providers, agency staff transportation, volunteers, mileage reimbursement, etc.)

We provide non-emergency medical, subscription trip for dialysis clients and demand response trips or other activities, including shopping, special events, pharmacy pick up. Most of our service is out of county. We coordinate with WAVE Transit for medical trips to Chapel Hill and Durham. We provide these services for all EDTAP eligible clients that are not eligible for other programs, such as Medicaid or COG. We also provide ALL transportation for DSS. We do not offer mileage reimbursement, volunteers or agency staff transportation.

EDTAP-3 Not all elderly and disabled citizens in the service area are human service agency clients. Describe efforts to reach out to these citizens who may need transportation to medical appointments, grocery stores or other destinations. (Public Outreach)

We advertise our services monthly in the County newspaper, employment security office and the Chamber of Commerce. Our brochures are distributed in all County medical offices and the Department of Housing also provides all residents with our information. A brochure is currently being developed in Spanish. The Latino outreach center currently advises their clients of our services.

EDTAP-4 Describe the process for monitoring the EDTAP Program throughout the year to assure that (1) EDTAP funded services are provided to elderly and disabled individuals not receiving transportation assistance from another funding source and (2) that all expenditures are allowable. (See Eligible Transportation Expenses Matrix)

(1) All riders must complete a registration form developed by the NC Dept of Health and Human Services. This form is also used by COG for nutrition funding. The dispatcher notes the pick up and drop off address for all trips. These forms are verified weekly to assure that the passengers are being transported to and from EDTAP appropriate trips that are listed in Appendix E. The dispatcher also has a copy of Appendix E, to ensure he/she understands how these funds are to be used

(2) If a person is under 60 and requests EDTAP transportation, we require a note from their physician stating that they qualify as disabled, however, we do not request the nature of the disability/

EDTAP-5 Does the transit system or any human service agency prioritize or restrict EDTAP funded services based on the purpose, origin or destination of the trip? If yes, describe the prioritization process or restrictions.

Dialysis and Medical trips are our first priority. Then we base our trips on a first come basis. We do not restrict trips based on purpose, origin or destination.

EDTAP-6 What is done by the transit system and/or agencies to assure that EDTAP funded services are provided for as long as possible during FY2009-FY2010?

Our contractor provides us with a detailed monthly bill. This makes it possible for us to oversee our spending. The County provides local match funds only. We compare our data to the previous year to see if there is a trend in ridership on any particular month and adjust our service accordingly.

EDTAP-7 Describe how and when the performance of this project will be reviewed and evaluated by the county?

We are a private non profit and the County does not review our performance. We keep detailed information regarding our monthly expenditures and, mileage and number of trips. This information is reviewed by the TAB every quarter. County officials sit on this board

II. PROJECT DESCRIPTION FOR FORMULA FUNDS –Employment Transportation Assistance Funds

These funds can only be sub-allocated to the Department of Social Services, Workforce Development Programs and/or the Community Transportation System in the county. Funds can only be transferred to EDTAP and RGP following certification by the county manager that the employment transportation needs of the county have substantially been met.

EMP-1 Describe the transportation or other services that will be provided by the transit system, DSS or the Workforce Development Program with EMPL funds. (i.e. trips by transit system or private providers, agency staff transportation, volunteers, mileage reimbursement, automobile repairs, etc.)

Some of the funding will be allotted for car repairs based upon a \$500 limit per client through DSS. The remaining money will be allotted for transportation to job fairs, employment sites, employment training based upon estimated mileage and cost per trip.

EMP-2 Describe the process for monitoring the EMPL Program throughout the year to assure that expenses by the transit system, DSS or Workforce Development Program are allowable. (See Eligible Transportation Expenses Matrix)

Clients for DSS complete an application and income eligibility. Our contractor invoices DSS separately for Employment transportation.

EMP-3 What is done by the transit system, DSS or Workforce Development Program to assure that EMPL funded services are provided for as long as possible during FY2009-FY2010?

DSS reviews their allotment monthly to ensure that they will have enough funds throughout the year.

EMP-3a What will the county do to keep the services operating if the EMPL allocations are expended in less than twelve months?

If employment allocation is expended, we will give the clients an opportunity to ride as RGP

EMP-4 Describe the process for determining when it is appropriate or necessary to transfer EMPL funds to EDTAP or RGP funds as allowed in the program guidelines?

Work First spending is reviewed monthly. Prior to the end of the fiscal year a decision will be made by DSS to see if funds are available to be transferred to the transit system if there is an unspent balance.

EMP-5 Describe how and when the performance of EMPL funded services will be reviewed and evaluated by the county?

The County DSS department will review work first applications and our monthly expenditures to ensure that we are providing our services in a cost effective, efficient manner. Performance measure will include the number of clients served verses operating costs and available funding. Our objective is to provide employment transportation at our lowest possible cost throughout the year

EMP-6 Describe the public outreach efforts for this program.

Brochures are distributed in the DSS office, area businesses and at the Employment Security Commission. The information is also published in the County newspaper monthly. We solicit opportunities to make presentations for various groups in order to promote our program.

III. PROJECT DESCRIPTION FOR FORMULA FUNDS –Rural General Public Funds

These funds are intended to provide transportation services for individuals who are not human service agency clients. These funds can only be sub-allocated to the community transportation system.

RGP-1 Describe the process for (1) assessing transportation needs in the service area and (2) determining the projected units of service.

- 1. Wilmington MPO conducted a survey that included Pender in regard to transportation in March 2009. Pender Adult Services, inc. hosted a meeting (advertised) in regard to available funding by DOT in February. More than 30 people from various agencies and the public sector attended. This made it possible for us to give information about our services and hear from agency personnel what there needs are. RGP has made it possible for us to serve all clients.**
- 2. We compare our trips month by month from the previous year and try to estimate the number of trips we can offer.**

RGP- 2 Describe the transportation services that will be provided with RGP funds and the geographic area in which the services will be provided.

RGP is offered “In-County” only. We do not have fixed route services, so RGP is demand response.

RGP- 3 Will a passenger pay a fare for RGP service? What is the fare for an RGP trip?

Yes. The fare is \$3 one way

RGP- 4 Describe the process for monitoring the RGP Program throughout the year to insure that all expenses by the transit system are allowable? (See Eligible Transportation Expenses Matrix)

We monitor our expenses monthly and use the eligible matrix to ensure that we are in compliance. We compare data from the previous year to see if there is a trend in ridership and adjust our service accordingly.

RGP- 5 Describe how the local match requirement for RGP funds will be met.

The local match will be met through fares, advertising and income from retired vans that are sold.

RGP-6 Does the transit system prioritize or restrict RGP funded services based on the purpose, origin or destination of the trip? If yes, describe the prioritization process or restrictions.

no

RGP-7 What does the transit system do to assure that RGP funded services are provided throughout FY2010 with these funds?

The system will monitor monthly expenses and will compare data from the previous year to see if there is a trend in ridership. We will adjust our service accordingly

RGP-8 What will the county do to keep the services operating if the RGP funds are expended in less than twelve months?

The County does not provide funding for transportation. If we see that we are running short on funds we will either shorten our service hours or cut services by one day a week.

RGP-9 Describe how and when the performance of RGP funded services will be reviewed and evaluated by the county?

The number of trips and cost will be evaluated monthly. Ridership has increased dramatically, however the vans are going out full. This brings down our cost and makes it possible for us to continue service.

RGP-10 Describe the transit systems efforts to advertise this program to the general public.

Marketing materials are distributed throughout the County. Monthly advertisements are put in the local newspaper. Information is sent to area churches, local community forums and civic groups. The migrant outreach representative for the County translates our information into Spanish and distributes in outlying communities. We have had magnetic signs that say "Open to the Public" put on our vans.

IV. PROJECT DESCRIPTION – SUPPLEMENTAL ROAP Funds

Complete responses to the following questions are necessary to make an assessment of the eligibility of the proposed service. Incomplete responses will delay PTD review of the application.

Describe the proposed new or expanded service? (demand response/subscription/fixed route; within or outside normal service area, i.e. out of county employment route; days and hours of operation; service area; fare structure; provision of gas vouchers, volunteer reimbursement, etc.) Describe each program separately.

SuppEDTAP – Last year we started providing service later in the day, with the supplemental money, we would start earlier in the morning

SuppEMP – We will work with DSS and employment security to make sure that more individuals are made aware of this program

SuppRGP – Last year we expanded our service from 4 days a week to 5. With the supplemental funds, we will provide connecting service to WAVE Transit to our neighboring county.

How were the projected units of additional service with supplemental EDTAP, Employment and RGP funds determined? What will be done to assure that the service to be provided throughout the twelve months of FY09-10. (CT System requirement). Describe each program separately. (See the Supplemental ROAP Sub-allocation Worksheet.)

SuppEDTAP – To assure that we can provide services, we will measure our cost per trip in previous months. If we need to adjust our days/hours of service at the end of the month, we will plan on doing that.

SuppEMP – Supplemental EMP will allow us to add trips to the local community college for employment training. Our average one way trip is 30 miles, this would allow us to add about 12 trips per month. We will calculate our cost each month and make adjustments as necessary.

SuppRGP – Supplemental RGP will allow us to offer connecting service to WAVE transit in the early morning hours and again in the late afternoon. This will allow riders to get into New Hanover during business hours on Monday through Friday.

The supplemental EDTAP, Employment and RGP funds must be used to provide an increased level of service, including serving eligible individuals not currently served by the regular ROAP program. Describe how the agencies that receive the supplemental funds will notify eligible users about the new Supplemental EDTAP funded service. Be specific. Describe each program separately.

SuppEDTAP – We will create an article for the Pender Newspaper insert explaining the services and funds that are available. All area agencies will be notified in person. New clients will be registered for ridership. The Tab committee will review and recommend any changes they feel necessary in order to provide service throughout the year

SuppEMP – Supplemental EMP money will be monitored by DSS. All of this funding goes directly to them.

SuppRGP – RGP will be promoted the first of every month in the newspaper. Since we started using the OPEN TO PUBLIC signs on the vans, ridership has greatly increased. The connection service with WAVE will make it possible for the general public to go to the neighboring County for work, college, shopping etc. This service will be brand new.

Describe in detail efforts made to reach out to the community to make them aware of the additional funding and to identify service needs beyond those currently provided with the formula allocation.

We will advertise these services monthly in the paper throughout the year. We will solicit opportunities to make presentations to various groups and organizations. The Migrant Liason from the hospital will provide information to the non English speaking community.

Describe how the Supplemental ROAP funded services will be monitored throughout the year to assure that services are provided to eligible individuals and expenses and service statistics are tracked separately from the regular ROAP program.

New clients will be tracked separately monthly by our contractor. Information will be reviewed quarterly by the TAB board. Data will be compared from the previous year to see if there is a trend in ridership and adjust our service accordingly.

Describe how the performance of Supplemental ROAP funded services will be reviewed and evaluated by the county?

Trips will be tracked by our contractor. This data will be reviewed quarterly by the TAB board. A transportation survey will be distributed in the fall to see if there any unmet needs that we may be able to fill.

CERTIFICATION OF ASSURANCE

RURAL OPERATING ASSISTANCE PROGRAM (ROAP)

- FY 2010 -

COUNTY EMPLOYMENT TRANSPORTATION NEEDS SUBSTANTIALLY BEING MET

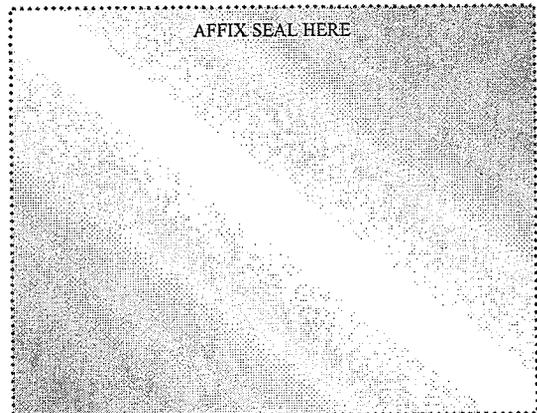
I Rick Benton , hereby officially affirm as the County Manager for
Pender County, that all the employment transportation needs for
the stated county have substantially been met.

The local Employment Security Commission (ESC) officially affirms that not more than ___
percent (%) of ESC clients for the immediate past twelve (12) months have lost employment
or were not able to secure employment due to the lack of available transportation.

The local Work First Program (WFP) officially affirms that not more than ___ percent (%) of
WFP clients for the immediate past twelve (12) months have lost or were not able to secure
employment due to the lack of available transportation.

Signature of County Manager

Date



CERTIFIED STATEMENT
FY 2010

County of **Pender**

RURAL OPERATING ASSISTANCE PROGRAM

Whereas Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering all federal and/or state programs related to public transportation, and grants NCDOT authority to do all things required in applicable federal and/or state legislation to properly administer the public transportation programs within the State of North Carolina;

WHEREAS, G.S. 136-44.27 established the Elderly and Disabled Transportation Assistance Program;

WHEREAS, funds will be used for transportation related expenditures as specified in the FY2010 Rural Operating Assistance Program (ROAP) application;

WHEREAS, information regarding use of the funds will be provided at such time and in such a manner as NCDOT may require;

WHEREAS, it is the policy of the North Carolina Department of Transportation that Disadvantaged Business Enterprises, Minority Owned Business Enterprises and Women Owned Business Enterprises shall have the opportunity to participate in the performance of contracts financed in whole or part by Federal and State funds in order to create a level playing field, and the county shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

WHEREAS, ROAP funds will be used to provide eligible services during the period July 1, 2009 through June 30, 2010;

WHEREAS, any interest earned on ROAP funds will be expended for eligible program uses as specified in the ROAP application; and

WHEREAS, the County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.

This is to certify that the undersigned is duly elected, qualified and acting chairperson of the Board of County Commissioners of the County of Pender North Carolina, and that the following statements are true and accurate:

Check the box if the county's application includes a request for funding.

Elderly and Disabled Transportation Assistance Program

1. The funds received from G.S. 136-44.27 will be used to provide transportation services for the elderly and disabled allowing individuals to reside for a longer period in their homes, thereby enhancing their quality of life.
2. The funds will not be used to supplant or replace existing federal, state or local funds designated to provide elderly and disabled transportation services in the county.

Employment Transportation Assistance Program

1. The funds will be used to assist transitional Work First participants after eligibility for cash assistance has concluded, participants in local Workforce Development Programs, and/or the general public with employment-related transportation needs
2. The funds will be suballocated to the local Department of Social Services, Work Force Development Program or the community transportation system for employment transportation.
3. The funds will be transferred to the Elderly and Disabled Transportation Assistance Program or the Rural General Public Program after an assessment of employment transportation needs in the service area indicates that employment transportation needs are substantially being met. This assessment will occur prior to any transfer of funds and following submission of a statement to that effect from the County Manager to the Public Transportation Division.

Rural General Public Program

1. The funds will be limited to use by the community transportation system
2. The funds will not be used to provide human service agency trips.
3. The funds will be used to provide transportation to residents in the non-urbanized area of the county.

Supplemental Elderly and Disabled Transportation Assistance Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the EDTAP Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental EDTAP funds as the funding source.

Supplemental Employment Transportation Assistance Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the EMPL Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental EMPL funds as the funding source.

Supplemental Rural General Public Program

1. The funds will be used according to the eligibility criteria and restrictions provided in the RGP Guidelines.
2. The funds will be used to initiate new or expanded services or continue a service that began operating after July 1, 2006 with Supplemental RGP funds as the funding source.

WITNESS my hand and official seal, this _____ day of _____, 20_____.

Attest:

Signature, Board of County
Commissioners Chairperson

Signature, County Manager/Administrator

Print Name: _____

Print Name: _____

Public Hearing Notice

This is to inform the public of the opportunity to attend a public hearing on the proposed Rural Operating Assistance Program (ROAP) application to be submitted to the North Carolina Department of Transportation no later than August 7, 2009 by the county of Pender. The public hearing will be held on July 20, 2009 at 7:00pm (time) at the Pender County commissioners meeting in the Pender (County Government complex) located at 805 S. Walker St. Pender County will provide auxiliary aids and services under the ADA for disabled persons who wish to participate in the hearing. Anyone requiring special services should contact Judy Cromer (Transportation Director) as soon as possible so that arrangements can be made.

The programs included in the Rural Operating Assistance Program application are:

1. Elderly & Disabled Transportation Assistance (EDTAP) Program provides operating assistance for the transportation of elderly and disabled citizens. This transportation assistance allows for the individual to reside for longer periods in their homes, thereby enhancing their quality of life. For the purpose of EDTAP, an elderly person is defined as one who reaches the age of 60 or more years. A disabled person is defined as one who has a physical or mental impairment that substantially limits one or more major life activity, an individual who has a record of such impairment, or an individual who is regarded as having such impairment.
2. Employment Transportation Assistance Program is intended to provide operating assistance for transitional Work First, Workforce Development Programs and general public employment transportation needs.
3. Rural General Public (RGP) Program funds are intended to provide transportation service to individuals who are not human service agency clients and live in non-urbanized areas.

The period of performance for Rural Operating Assistance Program funds is July 1, 2009 through June 30, 2010. The FY2010 ROAP individual program totals are:

| PROGRAM | TOTAL |
|--------------------|-----------------|
| EDTAP | \$51948 |
| EMPL | \$6672 |
| RGP | \$47617 |
| Supplemental EDTAP | \$29738 |
| Supplemental EMPL | \$8278 |
| Supplemental RGP | \$41876 |
| TOTAL | \$186129 |

This application may be inspected at the Pender Adult Services, Inc. Transportation Office located at 901 S Walker St., Burgaw, NC 28425 from 8am until 5pm Monday through Friday. Written comments should be directed to Judy Cromer Transportation Director 901 S. Walker St, Burgaw, NC 28425 before July15, 2009.

Voluntary Title VI Public Involvement

Title VI of the Civil Right's Act of 1964 requires North Carolina Department of Transportation to gather statistical data on participants and beneficiaries of the agency's federal-aid highway programs and activities. The North Carolina Department of Transportation collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by a proposed project.

The North Carolina Department of Transportation wishes to clarify that this information gathering process **is completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting. This form is a public document.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact Sharon Lipscomb, the Title VI Manager at telephone number 919.508.1830 or email at slipscomb@ncdot.gov.

| | | |
|---|---|--|
| Project Name: ROAP Application | | Date: July 20, 2009 |
| Meeting Location: 805 S Walker St, Burgaw NC 28425 | | |
| Name (please print) | | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| General ethnic identification categories (check one): | | |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian/Pacific Islander | Other: _____ |
| Color: | | National Origin: |

After you complete this form, please fold it and place it inside the designated box on the registration table.

Thank you for your cooperation.

Sub-Allocation Methodology Description

Applicant: Pender Adult Services, Inc.

Provide a detailed description of the methodology used to sub-allocate EDTAP, Supplemental EDTAP, EMPL and Supplemental EMPL program funds. How were sub-recipients of these funds selected? (i.e. application, committee, transportation plan) If a competitive process was used, describe the selection criteria. How did the county decide on the amount to suballocate to a sub-recipient? How was the need determined?

Click on grey rectangle and begin typing. Be sure to include separate information for each funding program.

EDTAP and Supplemental EDTAP was based on an average one way trip of 30 miles at approximately \$1.50 per mile divided by the allocation amount. Based on previous years costs.

EMPL and supplemental EMPL allocation is given entirely to the DSS of Pender County. If there is any money remaining at the end of the fiscal year, the County transfers the money to the transit system.

Pender Adult Services, Inc. is a private non-profit and the lead agency for transportation in Pender County. Our MOU states that we will provide services for all agency clients. To date, we have not denied service due to lack of funding.

DSS is a County agency, therefore all EMPLOYMENT funds go directly to them.

Documentation of ROAP Application Outreach Efforts

Provide a *detailed description* of outreach meetings and other efforts (including date, time, and location) held within the transportation service to be served with FY 09-10 ROAP funds. Outreach efforts must be conducted and documented by the applicant as to how the public and populations being served (including minority, women, elderly, disabled, Limited English Proficiency (LEP), low income, and non human service individuals) were informed about the availability of funds and the public hearing on the ROAP grant.

| | Organizations / Events | Date | Time | Location | Number of Attendees | Primary* Audience | Check only one | |
|----|----------------------------|----------|---------|--------------------------|---------------------|-------------------|-------------------------------------|-------------------------------------|
| | | | | | | | System Initiated Meeting | Response to an invitation |
| 1 | Transportation Forum | 2/5/09 | 2pm | Pender Adult Services | 35 | General Pu | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | Healthy Carolinians | 2/9/09 | 7:30am | Health Dept | 25 | Minority | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Ruritans | 3/18/09 | 7pm | Pender Ruritan Club | 15 | General Pu | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | Pender County Housing Dept | 4/7/2009 | | Pender Housing office | | Low Incom | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5 | Pender Memorial Hospital | 4/7/09 | | Pender Memorial Hospital | | LEP | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6 | Blueberry Festival | 6/20/09 | | Courthouse | | General Pu | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7 | Pender Adult Services, Inc | 5/25/09 | 12:00pm | Pender Adult Services | 80 | Elderly | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8 | | | | | | None | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | | | | | | None | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | | | | | | None | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | | | | | | None | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | | | | | | | |
|----|--|--|--|--|--|--|--|--|------|--------------------------|--------------------------|
| 12 | | | | | | | | | None | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | | | | | | | | | None | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | | | | | | | | | None | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | | | | | | | | | None | <input type="checkbox"/> | <input type="checkbox"/> |