



## REQUEST FOR BOARD ACTION

ITEM NO. 1

**DATE OF MEETING:** December 3, 2012

**REQUESTED BY:** Valeria N. Sutton, Transportation Coordinator, Pender Adult Services/  
Pender Transit

**SHORT TITLE:** Public Hearing and Resolution Approving Grant Application And Authorizing Local Share Of Community Transportation Program Operated By Pender Adult Services For FY 2013-2014: \$26,475.

**BACKGROUND:** Pender Adult Services (PAS) acts as Transportation Coordinator for Pender County. They operate the MV Transit Bus which provides transportation around Pender and New Hanover County. Patrons of this service pay \$3 each way for their transportation within the County and \$8 each way for transportation outside of Pender County.

This year PAS is requesting \$205,169 from NC Department of Transportation, requiring a local match of \$26,475. The administrative portion provides for the Transportation Coordinator salary, the Transportation Coordinator Assistant's salary, motor vehicle transit management services, vehicle insurance, marketing materials, employee training, postage, and computer supplies, etc. In addition, this year's request contains \$86,000 which replaces 2 vans that have exceeded their useful life, for \$43,000 each.

This service is required, by law, to be provided for the benefit of Department of Social Services clients. In addition, **it is available to all residents of Pender County**. PAS subsidizes the cost of this program by approximately \$80,000 annually from their operating budget; however, the fares have allowed them to reduce the amount of subsidy. The Increase of fuel costs has impacted this program directly.

Funds for the local match are budgeted under 681-461920 Community Transportation Program. NC Department of Transportation requires that a public hearing be held prior to authorizing this action.

**SPECIFIC ACTION REQUESTED:** The Board of Commissioners is requested to hold a public hearing to take public comment on this action, which has been properly advertised, to authorize the local share of the Community Transportation Program Grant in the amount of \$26,475 for FY 2013-14 and approve the submission of the CTP Grant Application by Pender Adult Services.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

  
Initial

**RESOLUTION**

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

authorization is approved for Pender Adult Services to submit a grant application to the NC Department of Transportation in support of state funding for the Community Transportation Program and the local share of \$26,475 will be budgeted in Fiscal Year 2013-14 under 681-461920, Community Transportation Program. The Chairman/County Manager is authorized to execute any documentation necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_\_\_ McCoy \_\_\_\_\_ Tate \_\_\_\_\_ Ward \_\_\_\_\_ Williams \_\_\_\_\_

\_\_\_\_\_  
Chairman 12-3-2012  
Date

\_\_\_\_\_  
ATTEST 12-3-2012  
Date

# COMMUNITY TRANSPORTATION PROGRAM RESOLUTION

## Section 5311 FY 2014 RESOLUTION

Applicant seeking permission to apply for Community Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (Board Member's Name) \_\_\_\_\_ and seconded by (Board Member's Name or N/A, if not required) \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

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 federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural public transportation services consistent with the policy requirements for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, (Legal Name of Applicant) Pender Adult Services, Inc. hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project, prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)\* EXECUTIVE DIRECTOR of (Name of Applicant's Governing Body) Pender Adult Services, Inc. GOVERNING BOARD is hereby authorized to submit a grant application for federal and state funding, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural public transportation services.

I (Certifying Official's Name)\* \_\_\_\_\_ (Certifying Official's Title) \_\_\_\_\_ do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) PENDER COUNTY BOARD OF COMMISSIONERS duly held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Certifying Official

*\*Note that the authorized official, certifying official, and notary public should be three separate individuals.*

Seal Subscribed and sworn to me (date) \_\_\_\_\_

\_\_\_\_\_  
Notary Public \*

\_\_\_\_\_  
Printed Name and Address

My commission expires (date) \_\_\_\_\_

*Affix Notary Seal Here*

## 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 919.508.1808 or email at [slipscomb@ncdot.gov](mailto:slipscomb@ncdot.gov).

Project Name:		Date:
Meeting Location:		
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.

## FY 2014 CTP Application Submission Checklist

Click in box at right and select Applicant Name:		Pender Adult Services, Inc.		
ITEM (Please submit your documents in the following order)	Scanned e-copy w/ signatures as indicated below must be attached in online Grants Module when application is submitted	E-Copy in other format required--attach in online Grants Module when application is submitted	Due Date (not later than)	
<b>FEDERAL / STATE REQUIRED DOCUMENTS</b>				
<input type="checkbox"/> <b>Authorizing Resolution</b> (Community Transportation <i>or</i> Human Services)	Yes, with original signatures <sup>1</sup>	No	12/28/2012	
<b>Federal/State Certifications &amp; Assurances</b>				
<input type="checkbox"/> Certifications & Assurances	Yes, with original signatures <sup>1</sup>	No	12/28/2012	
<input type="checkbox"/> Applicant & Attorney Affirmations	Yes, with original signatures <sup>1</sup>	No	12/28/2012	
<input type="checkbox"/> Certifications & Restrictions on Lobbying	Yes, with original signatures <sup>1</sup>	No	12/28/2012	
<input type="checkbox"/> Certification of Equivalent Service	Yes, with original signatures <sup>1</sup>	No	12/28/2012	
<input type="checkbox"/> Special Section 5333(b) Warranty	Yes, with original signatures <sup>1</sup>	No	12/28/2012	
<input type="checkbox"/> <b>Title VI Program Report</b>	Yes, with original signature	No	12/28/2012	
<b>DBE Good Faith Efforts Certification</b>				
<input type="checkbox"/> DBE/MBE/WBE/HUB Anticipated Vendor Awards	Yes, with original signature	No	12/28/2012	
<b>Documentation of Public Involvement</b>				
<input type="checkbox"/> Copy of Public Hearing notice published in newspaper(s)	Yes	No	12/28/2012	
<input type="checkbox"/> Affidavit of Public Hearing Notice Publication (original)	Yes, with original signature <sup>1</sup>	No	12/28/2012	
<input type="checkbox"/> Public Hearing Record	Yes, with original signature <sup>1</sup>	No	12/28/2012	
<input type="checkbox"/> Public Hearing Outreach	Yes	No	12/28/2012	
<input type="checkbox"/> Voluntary Title VI Public Involvement Surveys (if completed)	Yes	No	12/28/2012	
<input type="checkbox"/> <b>Local Share Certification for Funding</b>	Yes, with original signature	No	12/28/2012	
<input type="checkbox"/> <b>Surface Transportation Providers</b>	No	Yes (Word Doc)	12/28/2012	
<input type="checkbox"/> <b>Transportation Advisory Board Composition</b>	No	Yes (Excel)	12/28/2012	
<input type="checkbox"/> <b>SYSTEM DESCRIPTION</b>	No	Yes (Excel)	12/28/2012	
<b>BUDGETS</b>				
<input type="checkbox"/> Administrative Budget	No--enter directly online	No	12/28/2012	
<input type="checkbox"/> Capital Budget	No--enter directly online	No	12/28/2012	
<input type="checkbox"/> Operating Budget (if applicable)	No--enter directly online	No	12/28/2012	
<input type="checkbox"/> Facility Improvement Budget (if applicable)	No--enter directly online	No	12/28/2012	
<b>MISCELLANEOUS</b>				
<input type="checkbox"/> PTD Funded Administrative Job Descriptions (If new or revised)	Yes	No	12/28/2012	
<input type="checkbox"/> CTP Application Comment Form	Yes	No	12/28/2012	
<input type="checkbox"/> Vehicle Insurance Certification	Yes	No	12/28/2012	
<input type="checkbox"/> Insurance Auto Schedule (not PTMS)	Yes	No	12/28/2012	
<input type="checkbox"/> Retail Estimate(s) or Proposal(s)	Yes	No	12/28/2012	
<input type="checkbox"/> Copy of Contract with Third Party Provider (if applicable)	Yes	No	12/28/2012	
<b>RENTAL OR LEASE AGREEMENTS</b>				
<input type="checkbox"/> Vehicle Leases with other transit systems or human service agencies (if applicable)	Yes, copy of signed original(s)	No	12/28/2012	
<input type="checkbox"/> Rental Agreement for Administrative building or office (PTD funded)	Yes, copy of signed original(s)	No	12/28/2012	
<input type="checkbox"/> Software Leases (PTD funded) initial contract	Yes, copy of signed original(s)	No	12/28/2012	
<input type="checkbox"/> <b>CTP APPLICATION SUBMISSION CHECKLIST</b>	Yes	No	12/28/2012	

<sup>1</sup>Ensure seal is visible for sealed documents.

**Contact your Regional Mobility Development Specialist if you have questions or need assistance.**

## LOCAL SHARE CERTIFICATION FOR FUNDING

**Pender Adult Services, Inc.**  
(Legal Name of Applicant)

### Requested Funding Amounts

<u>Project</u>	<u>Total Amount</u>	<u>Local Share</u>
Administrative	\$ <u>119,169</u>	\$ <u>17,875</u> (15%)
Capital (Vehicles & Other)	\$ <u>86,000</u>	\$ <u>8,600</u> (10%)
Operating (Small fixed route, regional, and consolidated urban-rural systems)	\$ <u>0</u>	\$ <u>0</u> *(50% or more)
<small>*Note: Small fixed route systems contribute more than 50%</small>		
<b>TOTAL</b>	<b>\$ <u>205,169</u></b>	<b>\$ <u>26,475</u></b>
	<b>Total Funding Requests</b>	<b>Total Local Share</b>

The Local Share is available from the following sources:

<u>Source of Funds</u>	<u>Amount</u>
<b><u>PENDER COUNTY</u></b>	<b>\$ <u>26,475</u></b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	<b>\$ <u>26,475</u></b>

I, the undersigned representing (*Legal Name of Applicant*) **Pender Adult Services, Inc.** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2014 Community Transportation Program will be available as of **July 1, 2013**, which has a period of performance of July 1, 2013 – June 30, 2014.

\_\_\_\_\_  
Signature of Authorized Official

**WESLEY B. DAVIS, EXECUTIVE DIRECTOR**  
\_\_\_\_\_  
Type Name and Title of Authorized Official

\_\_\_\_\_  
Date