

Appendix B: Governing Board Policy Manual Template

Mission Statement:

Insert the transit system's mission statement.

Organizational Goals and Objectives:

Insert the transit system's goals and objectives.

Services:

Insert a description of transit system's services, including target populations, service modes, relationships between different services, general approach to billing agencies which purchase services, fares, etc.

Nondiscrimination:

[Insert the transit system's policy statement(s) regarding non-discrimination in employment, procurement, services and persons with disabilities - EEO, DBE, Title VI and ADA].

Governance: The governing body for the [Name of Transit System] is the [Governing Board]. The [Governing Board] serves as the governing body for all approval of grants, applications, or other legally required matters. [If applicable have a separate TAB] The [Governing Board] appoints members to the Transportation Advisory Board as per the TAB approved By-laws. The TAB serves as an advisory board to the transit system and the governing body.

Legal Authority: The [Governing Board] has granted the [Transit Director, President of the Board, etc] the legal authority to sign documents as required, and act of behalf of the transit system. One exception is the signing of contracts or service agreements of any duration over three months. Only the [President of the Board] can sign these agreements or agreement renewals. Any contract or service agreement with a multi-year renewal will require the approval of the Governing Board.

Personnel: The system adheres to the [County/City/Agency] approved Personnel Policies. [Transit Director] consults with the [County Personnel Director; County Manager] on all issues pertaining to employment. The transit department adheres to the provisions contained within the Title VI plan that pertain to non-discrimination in employment practices.

Procurement: The [Name of Transit System] adheres to the [County/City/Agency] Procurement Policies or other policies set forth in state or federal requirements. The [Name of Transit System] works with the [County/City/Agency] Purchasing Department in order to ensure that procurements are processed in accordance with the necessary requirements. The [Name of Transit System] provides Disadvantaged Business Enterprises the maximum opportunity to compete for and perform contracts or subcontracts financed in whole or in part with federal funds.

Finances: The [City/County/Agency] Department is the leading authority in all financial matters relating to transportation services. They work with the transit system for accounts payable, accounts receivable, receiving and depositing all cash receipts, payment of invoices, annual audits, indirect cost allocations, payroll, and grant monitoring. The transit system has access to the [City/County/Agency-wide] financial system. The [Transit Director] or his designee will be responsible for financial compliance with state and federal entities, and will work with the Finance Department to ensure compliance at the local level.

Conflict of Interest: The [Name of Transit System] adheres to the Conflict of Interest Policies as contained in the Personnel Ordinances and Procurement Policies, as well as the N.C. General Statutes, and the [City/County/Agency] Ethics Policy.

Grants Management: The grants management process begins upon receiving notice of grant applications or call for projects. Most of the grant awards are from the NCDOT (recipient), and N.C. rural transit systems become the subrecipient. [Name of Transit System] as a subrecipient complies with all requirements defined in the grant application. The [Transit Director] is responsible for preparing, or causing to be prepared all grant application.

Grants typically fall within one of three categories: Administrative, Capital, and Operating. While there are differences in each of these grant categories, there are also similarities such as budgets, Public Hearings/Public Involvement, Authorizing Resolutions, and federal assurances. The process for grants administration is as follows:

1. Upon the receipt of the grant application, the application is reviewed for content and requirements. If the grant involves operating funds, the CTSP

or other information will be reviewed to see if defined needs match the required intent of the grant project. If so, information will be researched and gathered to assist in the project description.

2. Public Hearings: For Public hearing requirements the [Governing Board] is the governing authority and required to hold the Hearings. Transit works with the [Board staff] to get the items scheduled for the Board meetings. At one meeting the project is described, including financial details, and there is a Call for a Public Hearing. At the next meeting the Public Hearing is scheduled and actually held. The transit department arranges for the Hearing Notices to be printed in the local newspaper in meeting with ___ day requirements. Notices are published in English and Spanish versions. The [Governing Board] allows the [Transit Director] to introduce the hearing and provide information, to be followed by asking if there are persons who would like to speak. At this meeting the [Governing Board] considers the adoption of any required Resolutions.
3. During this process of scheduling the hearings and holding the hearings, the transit system engages in public outreach or public involvement. This is usually accomplished by posting notices onboard vehicles, and at public meeting locations, public places such as libraries and stores, and at agencies serving particular target populations.
4. Certifications and Assurances are reviewed and if required, sent to the Attorney for review and signature.
5. Budgets are finalized, along with other required documents and project descriptions.
6. If the grant is awarded, the system awaits the formal agreements from the NCDOT that require an Authorizing Signature as approved in the formal Resolution. Once signed, the NCDOT instructs the system of the reporting requirements.
7. The [Transit Director] works with the Operations Staff to develop grant tracking procedures such as setting up Billing Rules to define activity.
8. The transit director is also responsible for all required invoice submission. The invoices usually are submitted at least quarterly although some items may be invoiced on a monthly basis. When the request for reimbursement is submitted to the NCDOT, a copy is retained for our records, and a copy is submitted to the [Finance Officer]. The [Finance Office] is sent a spreadsheet that was developed by transit so that monies can be identified and tracked upon receipt. This spreadsheet helps the [Finance Office] with audits to determine the amounts of state, federal, and local expenditures

being reported. The [Transit Director] works with the [Finance Office] to track expenditures, revenues, and grant close-outs in order to insure compliance with requirements.

9. Capital Grants require the review of equipment purchased with state and federal funds to identify useful life requirements. [Name of Transit System] uses PTMS reporting and internally developed spreadsheets to track useful life of equipment. The NCDOT grants also define the useful life of equipment in grant applications. When capital purchases are approved, [Name of Transit System] works with the [County/City/Agency Purchasing Office, Procurement Office] to insure that all state and federal requirements are met for bid solicitation and documentation such as lobbying, debarment/suspension, Buy America, Federal Requirements for Tech Goods, etc. It is the responsibility of the transit department to insure compliance.
10. In the development of grants/projects it is imperative that the system assess labor needs, fleet maintenance issues, requirements for drug and alcohol testing, and safety/training needs. It is the goal of transit to operate an efficient and effective service.
11. The grant management process requires the full cooperation of transit staff, [County/City/Agency departments such as finance and procurement], and the NCDOT. While the primary responsibility rests with the transit department to fully understand all the grant requirements, it is also the responsibility of the transit personnel to provide grant oversight in order to insure compliance.

Americans with Disability Act (ADA):

It is the policy of the transit system to meet all ADA requirements. The ADA prohibits discrimination on the basis of disability in employment. To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life functions, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The [Transit Director] is responsible for compliance with all ADA requirements. ADA complaints are directed to the [Transit Director] for investigation and follow-up as required.

ADA Title I: Employment

The agency's Personnel Policies provides information pertaining to the EEO Policy Statement, Recruitment, Position Vacancy Announcements, Applications for Employment, Qualification Standards, and Selections. The transit department will comply with all requirements as outlined in the policy as well as ADA, Section 504.

ADA Title II: State and Local Government Activities

Title II requires state and local governments give persons with disabilities an equal opportunity to benefit from all of their programs, services, and activities. Included in this list is transportation. The [Name of Transit System] follows specific architectural standards in new construction or building alterations, and will communicate effectively with persons who have vision, hearing, or speech disabilities. It is understood that public entities are not required to take actions that would result in undue financial or administrative burdens. The [Name of Transit System] makes reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless it can be demonstrated that doing so would fundamentally alter the nature of the service, program, or activity being provided. Information can be made available in accessible formats upon specific requests made to the [Transit Director].

ADA Title II: Public Transportation

Public transportation authorities shall not discriminate against persons with disabilities in the provision of service. The [Name of Transit System] complies with requirements for accessibility in newly purchased vehicles, make good faith efforts to purchase or lease accessible used vehicles, remanufacture vehicles in an accessible manner, and provide paratransit services if fixed route service becomes a service option.

ADA Title IV: Telecommunications Relay Services

The [Name of Transit System] publishes TDD/TTY information on all printed service materials.