Recipient Coordination and Management Plan Update for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program

Green Bay Metropolitan Planning Organization (MPO)
and
Green Bay Metro Transit System

December 2016

I. Introduction

Mobility Programs for Seniors and People with Disabilities under SAFETEA-LU

Under the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), there were two programs that were designed to enhance mobility for seniors and people with disabilities. These programs were:

The Section 5310 Capital Assistance Program, which provided federal funds to help private non-profit agencies purchase vehicles and other capital items to transport seniors and people with disabilities. In Wisconsin, the 5310 program funds were distributed to non-profit agencies through a competitive application process administered by the Wisconsin Department of Transportation (WisDOT). Green Bay's chapter of the American Red Cross was a frequent recipient of funds through the 5310 program, and the Red Cross used the funds to purchase wheelchair-accessible and other vehicles for its transportation service and for similar services provided by other local private non-profit agencies.

The New Freedom Program, which provided federal funds to expand transportation mobility options for people with disabilities to help them find and retain jobs. These funds were also distributed by WisDOT through a competitive application process, and the funds could be used by private non-profit agencies, state and local governments, and public and private transportation operators for capital purchases and operating expenses associated with new services that went beyond the requirements of the Americans with Disabilities Act (ADA).

Combination of the Section 5310 and New Freedom Programs under MAP-21

In July of 2012, a new federal transportation authorization was signed into law. The new law (Moving Ahead for Progress in the 21st Century [MAP-21]) combined the Section 5310 and New Freedom Programs to create the **Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program**. This new program is still designed to enhance mobility for seniors and people with disabilities, and the activities that were eligible for funds under the former Section 5310 and New Freedom Programs continue to be eligible activities under the new program. However, WisDOT decided that it will not administer the new 5310 Enhanced Mobility Program in the Green Bay Urbanized Area or in other urbanized areas in Wisconsin that exceed 200,000 people. This meant that a local administration process had to be developed by the Metropolitan Planning Organization (the Brown County Planning Commission) and local public transit operator (Green Bay Metro) to allow the funds associated with the new program to be distributed in the Green Bay area.

Purpose of the Recipient Coordination and Management Plan

The Recipient Coordination and Management Plan is designed to identify the policies and procedures for administering the Section 5310 Enhanced Mobility Program in the Green Bay Urbanized Area. These policies and procedures are based on program requirements issued by the Federal Transit Administration (FTA) and the guidelines in WisDOT's State Management Plan for administering this program in urbanized areas throughout Wisconsin that contain fewer than 200,000 people.

II. Summary of the Section 5310 Enhanced Mobility Program

According to the FTA, the purpose of the Section 5310 Enhanced Mobility Program is to:

> …enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

Designated Recipient

In the Green Bay Urbanized Area and the other urbanized areas in Wisconsin that exceed 200,000 people, funding to support the program's eligible activities is provided to a Designated Recipient (DR). According to representatives of WisDOT and the FTA, the most appropriate DR in the Green Bay area is Green Bay Metro because of Metro's experience with similar federal funding programs. Metro's administrative staff agreed that this arrangement would be appropriate during a meeting with MPO staff on April 24, 2013, and the Green Bay Transit Commission approved the identification of Metro as the Section 5310 Enhanced Mobility Program's DR on May 15, 2013. Metro's designation as the Section 5310 Enhanced Mobility Program's DR was approved by the Brown County Planning Commission Board of Directors (as the Green Bay MPO's Policy Board) on June 5, 2013. The Green Bay Transit Commission and Brown County Planning Commission approval resolutions are included in Appendix 1 of this plan.

Eligible Subrecipients

Eligible subrecipients are entities that are allowed to apply for and receive funds through the Section 5310 Enhanced Mobility Program. The eligible subrecipients for this program are:

- State or local government authorities.
- Private non-profit organizations.
- Operators of public transportation that receive a grant indirectly through a recipient.

The process that eligible subrecipients must follow to apply for and receive funds through the program is described in Sections IV and VI of this plan. The reporting requirements that successful subrecipients must follow are described in Section XI of this plan.

Eligible Activities

According to FTA requirements, at least 55 percent of Section 5310 Enhanced Mobility Program funds must be used for capital expenses for public transportation projects that are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. The remaining 45 percent of the funds may be used for operating or capital expenses associated with:

- Public transportation projects that exceed the requirements of the ADA.

- Public transportation projects that improve access to fixed route transit service and decrease reliance by individuals with disabilities on complementary paratransit.

- Alternatives to public transportation that assist seniors and individuals with disabilities.

Before a project can be awarded funds, the project must be included in a locally-developed coordinated public transit-human services transportation plan. This plan must complete a development and approval process that includes seniors, people with disabilities, transportation providers, and other representatives of community agencies and organizations. The plan development process must also be coordinated to the maximum extent possible with transportation services that are assisted by other federal departments and agencies.

The Brown County Planning Commission (BCPC) developed Brown County's first coordinated public transit-human services transportation plan in 2006, and plan updates were prepared by the Planning Commission in 2008, 2010, and 2013. The most recent plan update was completed by the Brown County Planning Commission at the end of 2016.

Funding for Projects and Program Administration

Funding Cycle

The Green Bay Urbanized Area receives funding for the Section 5310 Enhanced Mobility Program annually. The application and project selection processes are addressed in Sections IV and VI of the plan.

Funding Shares

The Section 5310 Enhanced Mobility Program can fund up to 80 percent of a project's capital costs and up to 50 percent of a project's operating costs. The remaining costs can be covered by:

- Other federal (non-DOT) transportation funding sources.

- Federal Lands Highways Program funds.

- State and local funding sources.

- Private funding sources.

Program Administration Funding

Up to 10 percent of the Section 5310 Enhanced Mobility Program funds can be used to administer, plan, and provide technical assistance for the program.

III. Roles and Responsibilities

Green Bay Metro and Brown County Planning Commission Roles and Responsibilities

Although Green Bay Metro is the DR for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program, the program is co-administered by Metro and the Brown County Planning Commission (as the MPO for the urbanized area). Each entity's administrative roles and responsibilities are summarized below.

Green Bay Metro Roles and Responsibilities

- Developing, executing, managing, and amending grant agreements with subrecipients.
- Applying for federal funds and managing the program's federal grants. This includes developing the program of projects, grant reporting, and grant closeouts.
- Working with subrecipients and WisDOT to procure capital items (WisDOT will continue to be in charge of vehicle procurements for the Green Bay Urbanized Area's program).
- Processing payments, drawing down federal funds, and completing financial audits.
- Collecting and maintaining financial reports, operating statistics, and vehicle data from subrecipients.
- Monitoring subrecipient compliance with federal requirements (Section 504, ADA, etc.).
- Conducting on-site inspections of subrecipient projects.
- Amending Metro's Title VI Plan, Equal Employment Opportunity (EEO) Plan, and Disadvantaged Business Enterprise (DBE) Goals to include the Section 5310 Enhanced Mobility Program.
- Reviewing subrecipients' Title VI, EEO, and DBE programs.
- Investigating and addressing Title VI, EEO, and DBE complaints.
- Monitoring subrecipients' adherence to maintenance plans and safety standards.

Brown County Planning Commission/Green Bay MPO Roles and Responsibilities

- Developing and revising the program's Recipient Coordination and Management Plan.
- Developing and revising Brown County's Coordinated Public Transit-Human Services Transportation Plan.
- Notifying eligible subrecipients of the program and the program's requirements.
- Providing technical assistance to eligible subrecipients.

- Developing and conducting the project selection process, which includes:

    - Developing the application form to distribute to eligible subrecipients
    - Developing project selection criteria
    - Receiving and reviewing project applications from subrecipients
    - Presenting project funding recommendations to the program's advisory committee (the Brown County Transportation Coordinating Committee) and the program's decision-making body (the Brown County Planning Commission Board of Directors)
    - Notifying successful subrecipients of their award amounts and reporting requirements.

- Collecting the program of projects from Metro and including it in the Green Bay Urbanized Area's Transportation Improvement Program (TIP).

- Providing demographic data to help subrecipients comply with Title VI requirements.

<u>Eligible Subrecipient Roles and Responsibilities</u>

- Paying the local share of project costs.

- Working with Green Bay Metro and WisDOT to procure capital items.

- Inspecting, insuring, and maintaining all vehicles funded through the program.

- Completing and submitting acceptance certifications to Green Bay Metro upon vehicle delivery.

- Using the funds obtained through the program for the purpose(s) identified in the project application.

- Submitting financial reports, operating statistics, and vehicle data to Green Bay Metro.

- Submitting to on-site inspections as requested by Green Bay Metro and the Wisconsin State Patrol.

- Complying with all applicable state and federal requirements.

IV. Project Selection Criteria and Process

The projects that receive funds through the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program are selected based on the ranking of applications submitted by eligible subrecipients. The criteria that are used to select projects are summarized below.

1. The applicant demonstrates the extent of service coordination by:

- Providing evidence of written agreements with other agencies to supply or receive transportation services.
- Providing evidence that the applicant agency is willing to structure its activities in order to provide coordinated transportation services.

2. The applicant demonstrates the extent to which service can be provided to seniors and individuals with disabilities by:

- Showing that it has the capability of providing this service.
- Developing a reasonable schedule of service to non-client individuals.
- Providing a financial plan for the service.

3. The applicant demonstrates the extent of the need for the proposed service by:

- Providing an estimate of the number of seniors and people with disabilities in the project area.
- Identifying the percentage of seniors and people with disabilities who need the proposed service and the methodology used to calculate this percentage.
- Identifying the percentage of seniors and people with disabilities who the applicant proposes to serve and the methodology used to calculate this percentage.
- Describing how the applicant's proposed service will meet the identified needs of the identified seniors and people with disabilities.

4. The applicant demonstrates that it can administer the proposed service by:

- Providing evidence that adequate funds will be available to support the proposed service's objectives.
- Providing evidence that adequate personnel, experience, training, and other practices will be available to support the proposed service's objectives. Experience with previous projects under the Section 5310 Program and/or the SAFETEA-LU New Freedom Program may be considered.

The applications received from eligible subrecipients are reviewed by Brown County Planning Commission/Green Bay MPO staff using the criteria summarized above. Following this review, staff participates on a subcommittee of the Brown County Transportation Coordinating

Committee (TCC) to rank the projects and develop approval recommendations that are presented to the full Brown County TCC.

After discussing the subcommittee's project approval recommendations, the TCC can:

- Accept the subcommittee's recommendations and forward them to the BCPC Board of Directors for final approval; or

- Modify the subcommittee's recommendations and forward the modified recommendations to the BCPC Board of Directors for final approval.

After the TCC forwards its project approval recommendations to the BCPC Board of Directors, the Board can either approve the TCC's recommendations or approve projects of its own choosing. All applicants are then notified of the Board's action by BCPC staff.

Section 5310 Program Funding Set-Aside for Specialized Transportation Mobility Management Programs

The need for a Specialized Transportation Mobility Management Program in Brown County has been discussed for many years by the ADRC of Brown County, Brown County TCC, and other groups that are concerned about transportation for seniors and people with disabilities. Establishing a Specialized Transportation Mobility Management Program has also been recommended in every Brown County Coordinated Public Transit – Human Services Transportation Plan since the first plan was approved in 2006. But even with the widespread agreement that Brown County needs this type of mobility management program, there were funding and other barriers that made it difficult to establish one. However, this changed when MAP-21 modified the Section 5310 Program to allow mobility management programs to be funded as capital projects.

The modified Section 5310 Program provides an opportunity to fund up to 80 percent of the costs of Specialized Transportation Mobility Management Programs, and Green Bay Metro was awarded CY 2017 Section 5310 Program funding to cover slightly more than 60 percent of the costs of Brown County's first Specialized Transportation Mobility Management Program. Green Bay Metro was believed to be the most appropriate host agency for this mobility manager program because Metro has extensive experience with administering federal grants and providing paratransit and other public transportation services. Metro's existing transportation facility is also able to accommodate the mobility management program's staff and operating needs.

As the Specialized Transportation Mobility Management Program was being developed and discussed with the Brown County TCC, ADRC of Brown County, and BCPC Board of Directors, some discussion participants wanted the mobility management program's host agency to apply for Section 5310 Program funding annually to ensure that the new program is fulfilling its stated purposes before receiving additional money. But after considering this valid concern, the mobility management program's organizers strongly felt that a portion of the Green Bay Urbanized Area's annual Section 5310 Program funding allocation needs to be reserved for the mobility management program to provide reasonable certainty that the program's existence will not be determined on a year-to-year basis. This reasonable funding certainty was believed to be necessary because the program's success will depend on its ability to attract and retain qualified staff who will remain in their positions long enough to:

- Establish and maintain relationships with a variety of people and agencies throughout the county;
- Learn and thoroughly understand the county's many public and private transportation options and be able to determine the most suitable transportation option for each trip; and,
- Know the state and federal regulations that govern specialized transportation services and the programs that provide assistance to seniors and people with disabilities.

Section 5310 Program Funding Set-Aside: To provide reasonable certainty that an existing Specialized Transportation Mobility Management Program's existence will not be determined on a year-to-year basis, the Recipient Coordination and Management Plan reserves 50 percent of the Green Bay Urbanized Area Section 5310 Program's annual project funding (i.e. the total allocation for that year minus the Section 5310 Program administration set-aside of 10 percent) for Specialized Transportation Mobility Management Programs that currently receive funding through the urbanized area's Section 5310 Program. The BCPC Board of Directors may also approve a funding request above 50 percent of the urbanized area's annual project funding amount if it is requested by the project sponsor.

Biannual Reports to Justify Funding Set-Aside: The Mobility Coordinator is required to complete biannual reports to demonstrate that the program is serving the entire county and that the stated purposes of the program are being fulfilled. The biannual reporting periods and the specific items that need to be addressed in the biannual reports are identified in the Project Monitoring and Reporting Requirements section of the Recipient Coordination and Management Plan.

These biannual reports will be provided to the BCPC Board of Directors (as the Section 5310 Program's funding approval body), the other agencies that are providing funding for the mobility management program during the six-month periods covered by the biannual reports, and the Brown County TCC. If the BCPC Board of Directors determines that the mobility management program is not fulfilling its stated purposes, the BCPC Board of Directors has the option to deny future Section 5310 Program funding for the mobility manager program.

V. Private Sector Participation

The FTA requires that local recipients provide private for-profit transit and paratransit operators a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of proposed transportation services. Therefore, each applicant for funds from the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program must make efforts to comply with this policy and provide documentation of these efforts in its application.

Applicants must publish a public notice in the proposed project area's newspaper of record that allows 30 days for responses, and the applicant must submit the publisher's affidavit with the project application. Applicants must also send letters to all known transportation providers in the project area, and ten days must be provided for responses to the letters.

If responses are received from existing operators, the responses will be presented with the applications and approval recommendations to the Brown County TCC and BCPC Board of Directors.

VI. Project Application Process and Schedule

This section of the plan summarizes the general annual application process and schedule for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program. Specific tasks, deadlines, and meeting dates will be identified in the materials that are distributed to eligible subrecipients at the beginning of each application cycle.

Task	**Month Completed**
WisDOT informs BCPC staff that application materials are available for distribution.	June
BCPC staff distributes application materials to eligible subrecipient applicants.	June
All applicants publish Notice to Transportation Providers in newspaper.	July
All applicants mail letter to Other Transportation Providers.	July
Completed applications due to BCPC staff.	August
Brown County TCC Section 5310 Program Application Review Subcommittee meets to review and rank applications.	August/September
TCC Section 5310 Program Subcommittee rankings and recommendations presented to full Brown County TCC.	September
Brown County TCC recommendations presented to BCPC Board of Directors for final approval.	October
BCPC staff notifies applicants of the BCPC Board's action.	October

Applicants that are approved for capital funds should contact Green Bay Metro as soon as possible to develop project agreements and begin the procurement process. Applicants that are approved for operating funds should contact Green Bay Metro as soon as possible to develop project agreements.

VII. Civil Rights

The Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program application packet contains exhibits and certifications that address the civil rights requirements under Title VI. The packet also addresses EEO and DBE regulations.

Title VI

Assurances

Green Bay Metro annually signs the FTA Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements, which binds Metro to all civil rights requirements.

Green Bay Metro's Title VI Program

Green Bay Metro prepares a Title VI Program Report for submission to the FTA every three years. The elements of the program are determined by FTA Circular 4702.1B and include, but are not limited to:

- A copy of Metro's Title VI notice to the public that indicates that Metro complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI as well as a list of the locations where the notice is posted.

- A copy of instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.

- A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with Metro since the time of the last Title VI Program submission.

- A public participation plan that includes an outreach plan to engage minority and limited English proficiency (LEP) populations, as well as a summary of outreach efforts made since the last Title VI program submission.

- A copy of the Metro's plan for providing language assistance to persons with limited English proficiency, based on the U.S. Department of Transportation's LEP guidance.

- A narrative or description of efforts that Metro, as the DR, uses to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI program submissions.

Program Administration

Green Bay Metro maintains the following:

- A record of funding requests received from private non-profit organizations, state or local governmental authorities, and Indian tribes. The record shall identify those applicants that would use grant program funds to provide assistance to predominantly minority populations. The record shall also indicate which applications were rejected and accepted for funding.

- Description of the criteria for selecting entities to receive funding from the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program, which are found in current grant applications and in this Recipient Coordination and Management Plan. This description shall emphasize the method used to ensure the equitable distribution of funds to subrecipients that serve predominantly minority populations, including Native American tribes, where present.

Subrecipients

Through annual grant agreements, subrecipients agree to comply with all applicable civil rights statutes and regulations. These include Title VI of the Civil Rights Act, Equal Employment Opportunity, and Americans with Disabilities Act. Section 5310 Enhanced Mobility Program subrecipients annually sign FTA's Certifications and Assurances in their grant agreements with Green Bay Metro.

Section 5310 Enhanced Mobility Program subrecipients must submit their Title VI programs to Green Bay Metro. Metro will develop a schedule that outlines the frequency with which subrecipients must submit their Title VI programs. A subrecipient's Title VI program must be approved by the subrecipient's appropriate governing entity or official(s) responsible for policy decisions (e.g., board of directors, mayor, tribal executive, city administrator, etc.). Subrecipients must submit a copy of the board resolution, meeting minutes, or similar documentation as evidence of approval. The contents of the subrecipient's Title VI program are also determined by FTA Circular 4702.1B. It includes all of the following elements:

- A copy of the Title VI notice to the public that indicates the subrecipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI as well as a list of the locations where the notice is posted.

- A copy of instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.

- A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the subrecipient since the time of the last Title VI Program submission.

- A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission.

- A copy of the plan for providing language assistance to persons with limited English proficiency (LEP), based on the U.S. Department of Transportation's LEP guidance.

- Subrecipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils.

- Additional information is required depending on whether or not the subrecipient is a fixed route transit provider or has received funding to construct a facility.

Green Bay Metro Oversight

Green Bay Metro oversees subrecipient compliance with Title VI as follows:

- **Grant Agreements** - Through annual grant agreements, the subrecipient agrees to comply with applicable civil rights statutes and regulations, including Title VI of the Civil Rights Act, Equal Employment Opportunity (EEO), and Disadvantaged Business Enterprise (DBE). The annual Federal Certifications and Assurances for Federal Transit Administration Assistance signed by all subrecipients contains the Title VI, EEO and DBE certification.

- **Review of Subrecipient's Title VI Program** – Green Bay Metro reviews the contents of Title VI program materials as submitted by subrecipients, including public notification language, LEP, complaint procedures and complaint form, and public participation and outreach. Metro provides sample materials and technical assistance to subrecipients in developing a compliant Title VI program.

- **Investigation/Monitoring of Title VI Complaints** (or potential complaints and/or lawsuits) - As part of its annual application, Green Bay Metro requires subrecipients to report any Title VI complaints or lawsuits. Subrecipients may contact Metro at any time during the year to report Title VI complaints, potential complaints, and/or lawsuits. Metro may also receive complaints regarding subrecipients or their contractors directly from the public. When a complaint is deemed a civil rights issue, Metro staff will consult with the City of Green Bay's Title VI Coordinator as appropriate.

- **Annual Applications/On-site Visits –** During on-site visits or the annual application review, Metro staff will verify the physical location of the public notification language (and/or on website, in promotional materials, etc.) as stated in the subrecipient's Title VI program. During this time, Metro also discusses with the subrecipient any new or potential opportunities for public participation and public outreach that may present themselves since the previous submission of the subrecipient's Title VI program.

Green Bay Metro, the Brown County Planning Commission, and WisDOT assist subrecipients with compliance as follows:

- Metro provides sample notification language, sample Title VI complaint form and sample Title VI complaint procedures to subrecipients.

- The Brown County Planning Commission provides demographic data to assist subrecipients in conducting their four-factor analysis and subsequently developing their LEP plan.

- WisDOT maintains a list of departmental staff that together speak over 20 foreign languages and are available as needed to assist in the translation of vital documents.

Contractors

Contractors and subcontractors are not required to submit a Title VI report. However, they are responsible for complying with the Title VI program of the recipient with whom they are

contracting. Recipients and subrecipients are responsible for ensuring that their contractors are complying with their Title VI program and Title VI regulations.

Disadvantaged Business Enterprise (DBE)

The objectives of the US Department of Transportation's (DOT) DBE regulations, as specified in 49 CFR Part 26, are to:

- Ensure nondiscrimination in the award and administration of DOT-assisted contracts in the DOT's highway, transit, and airport financial assistance programs.
- Create a level playing field upon which DBEs can compete fairly for DOT-assisted contracts.
- Ensure that the DOT's DBE program is narrowly tailored in accordance with applicable law.
- Ensure that only firms that fully meet this part's eligibility standards are permitted to participate as DBEs.
- Help remove barriers to the participation of DBEs in DOT-assisted contracts.
- Assist with the development of firms that can compete successfully in the marketplace outside the DBE program.
- Provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs.

Green Bay Metro has developed and administers its DBE Program Plan. The plan outlines policies and procedures established to satisfy the DBE requirements.

Metro staff works closely with subrecipients to address DBE requirements. In goal setting, three-year goals are established based on anticipated FTA-funded contracting opportunities by both subrecipients and Metro. Contract-specific goals may also be established, and these goals may require a greater amount of subrecipient technical assistance from Metro and/or the Brown County Planning Commission. Work with subrecipients also includes the ongoing collection of data for contract monitoring and reporting on FTA-funded contracts.

Green Bay Metro's DBE Program Plan has been submitted to and approved by FTA. Any plan updates with significant changes are also submitted to FTA. Key provisions of the plan address the following:

- General requirements.
- Administrative requirements.
- Goals, good faith efforts, and counting.
- Certification standards.
- Certification procedures.
- Small business participation.

All DBE submissions to FTA are completed by Green Bay Metro staff using the FTA TEAM system. This includes the DBE Program Plan and all required reporting.

Green Bay Metro completes a non-discrimination assurance for DBE with each FTA grant applicant. As with other civil rights areas, subrecipients agree to comply with all applicable civil rights statutes and regulations in annual grant agreements. Section 5310 Enhanced Mobility Program subrecipients annually sign FTA's Certifications and Assurances in their grant agreements with Metro. In addition, each contract signed with a contractor (and each subcontract the prime contractor signs with a subcontractor) includes a similar assurance of non-discrimination.

During the application process, subrecipients are asked to identify potential contracting/procurement opportunities. Green Bay Metro and WisDOT staff work with subrecipients to identify potential DBE participation for those contracting and procurement opportunities. Green Bay Metro and WisDOT staff also ensure that subrecipients use appropriate DBE contract language in their solicitations. WisDOT's Office of Business Opportunity and Equity Compliance (OBOEC) provides assistance to potential DBEs to become certified and maintains the Unified Certification Program Directory. Subrecipients must report to Metro as required on DBE goal achievement on all FTA-funded contracting.

Equal Opportunity Employment

Green Bay Metro must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to, discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws.

Green Bay Metro's EEO Policy

Green Bay Metro administers its own EEO program and policies, and Metro's program plan is available for viewing at the Green Bay Metro Transportation Center (901 University Avenue in Green Bay) and on Metro's website at www.greenbaymetro.org. Information on how to file a complaint is also found on Metro's website.

Program Oversight

Currently, none of the Green Bay Urbanized Area Section 5310 Enhanced Mobility Program's subrecipients receive capital or operating assistance in excess of $1 million or planning assistance greater than $250,000 and also employ 50 or more transit related employees.

EEO Assurances

Green Bay Metro annually signs the FTA List of Certifications and Assurances for FTA grants and cooperative agreements, which binds Metro to EEO regulations.

Subrecipient Oversight

Assurance of Nondiscrimination: Subrecipients sign and return, as part of their application for federal funding, the current nondiscrimination assurance form(s) provided as part of their application or contracting materials. If the form is not currently on file at Green Bay Metro, the subrecipient shall, upon request, sign and return such a form on a timely basis. Subrecipients shall also maintain a copy of this form in their civil rights file kept at their place of business that will be available for inspection upon request.

Contract Documents: Each Section 5310 Enhanced Mobility Program contract between Green Bay Metro and subrecipients for the provision of FTA funding shall contain language that requires the subrecipient to comply with FTA regulations related to EEO. In addition, private providers under contract with subrecipients are required to comply with these regulations.

Subrecipient EEO Plans: If a subrecipient's transit-related staff reaches 50 or more and/or the dollar threshold for capital, operating, or planning assistance is met, Green Bay Metro will require the subrecipient to submit a formal EEO program to Metro for review and approval. Metro will withhold the approval of future grants until it receives the required EEO plan from the subrecipient. Note that the Equal Employment Opportunity Act by definition explicitly exempts Indian tribes from its provisions.

VIII. Maintenance

Consistent with federal requirements and Green Bay Metro subrecipient agreements, each subrecipient must maintain its facilities (and substantial facility components), vehicles, and other substantial assets.

Subrecipients are required to develop maintenance plans covering their federally-funded vehicles and facilities and to provide Green Bay Metro with a copy of their plan(s). Subrecipients must maintain all federally-funded property in good operating order and maintain ADA accessibility features.

Subrecipients are expected to develop their own maintenance plans, although WisDOT provides extensive written guidance on developing maintenance plans as well as sample plans upon request. Once adopted, subrecipients are monitored for adherence to the plans by Green Bay Metro staff for compliance during on-site visits.

Per the maintenance plan guidance document, WisDOT requires subrecipients to design and operate maintenance programs that include:

- Preventative maintenance practices and schedules for vehicles.
- Preventative maintenance practices for accessibility equipment.
- Preventative maintenance practices for facilities.
- A system for recording maintenance and repair activities.
- A process for authorizing and controlling maintenance activities and costs.
- Quality control for outsourced maintenance.
- A procedure for pursuing warranty recoveries.

Green Bay Metro solicits updated maintenance plans from its Section 5310 Enhanced Mobility Program subrecipients in conjunction with their requests for funding. Metro does not require Section 5310 subrecipients to resubmit maintenance plans that are already on file, but does require them to submit updated plans upon request whenever they have acquired new vehicles or other substantial assets not addressed in previously submitted plans.

Green Bay Metro requires all transit vehicles to meet safety standards and undergo inspections based on program and/or vehicle capacity. Metro requires that all vehicles purchased with Section 5310 funds be registered as human service vehicles (HSVs) or municipal vehicles, and be plated accordingly. Regardless of how they are plated, all such vehicles are considered HSVs and as such are subject to annual HSV inspections conducted by the Wisconsin State Patrol per s. 110.05, Wis. Stats., and Wis. Admin. Code Trans 301. (Upon request, State Patrol also will conduct initial inspections right after vehicle delivery.) These inspections cover the integrity of vehicle safety and mechanical features.

Wisconsin Administrative Code Trans 301 addresses equipment and safety standards for HSVs. It adopts all federal regulations from 49 CFR 393 (Parts and Accessories Necessary for Safe Operation), 49 CFR 571 (Federal Motor Vehicle Safety Standards), and 36 CFR 1192 (Americans with Disabilities Act [ADA] Accessibility Guidelines for Transportation Vehicles). Trans 301 also provides additional equipment standards and requirements and provides inspection and enforcement standards.

IX. Section 504 and ADA Reporting

The annual Federal Certifications and Assurances for FTA Assistance, which is signed by all subrecipients, contains the ADA certification. Green Bay Metro staff verify compliance with Section 504 and ADA requirements while reviewing annual grant applications and during on-site visits.

X. Section 5310 Enhanced Mobility Program Management

Procurement

Although Green Bay Metro is the DR for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program, all procurement activities are handled by WisDOT Transit through its statewide procurement process.

All grant agreements require subrecipients to:

- Comply with all relevant federal procurement laws and regulations.
- Submit all third party contracts to Green Bay Metro for review.

WisDOT Transit procedures require staff to review all federally-funded third party contracts to ensure federal contract clauses are included. WisDOT provides toolkits for assisting subrecipients with common procurements. Technical assistance for federal procurements is available from transit project managers or a WisDOT designated agent (e.g. a contractor). WisDOT maintains a subrecipient procurement assistance web page at http://www.dot.wisconsin.gov/localgov/transit/procurement.htm that contains links to:

- The WisDOT procurement manual.
- FTA-compliant toolkits for micro and small purchases.
- FTA-compliant toolkit for shared-ride taxi requests for proposals (RFPs).
- System for Award Management (SAM).

WisDOT also has a toolkit for procuring architecture and engineering services according to Brooks Act requirements, and WisDOT Transit provides opportunities for training on federal procurement regulations.

Buy America and Pre-award and Post-delivery Reviews

WisDOT's HSV procurement solicitations detail federal Buy America requirements and impose Buy America pre-award certification requirements on all vendors submitting bids. For each vehicle type a vendor bids on, it must submit a "Certification of Compliance with 49 U.S.C. 5323(j)." If a vendor is unsure whether an offered vehicle is compliant with Buy America requirements, it may submit a "Certification of Non-Compliance with 49 U.S.C. 5323(j)" with its bid; however, it must provide documentation of an FTA-approved exception before WisDOT will consider the bid.

In addition to the pre-award certification, the solicitations require bidders to provide certification and a detailed list of all major vehicle components and subassemblies and their respective calculated percentages of total manufacturer's cost made in the United States. WisDOT reviews the Buy America information submitted by bidders and provides a pre-award certification.

For each delivered FTA-funded vehicle, Green Bay Metro requires the vehicle recipient to complete a post-delivery Buy America compliance certification that declares it has received and

reviewed appropriate Buy America documentation. Metro will not pay the vendor until it receives this certification.

WisDOT's procurement manual details Buy America requirements and provides instructions for completing pre-award and post-delivery certifications for FTA subrecipients conducting their own procurements. Green Bay Metro (with WisDOT's assistance) provides technical support to subrecipients needing assistance with this or other aspects of their procurements.

Financial Management

Green Bay Metro is responsible for managing grants, contracts, and interagency agreements to ensure that expenditures comply with federal rules and regulations for all FTA grant programs. Financial management responsibilities include:

- Investigating and resolving accounting problems to ensure compliance with state and federal rules.
- Managing the documentation associated with individual grants, contracts, and interagency agreements.
- Submitting federal financial reports in TEAM.
- Rectifying and closing out FTA grants when projects are completed.

Wisconsin's Office of Policy, Budget, and Finance manages the ECHO process between FTA and Green Bay Metro so that transactions are processed in a timely manner and the accounts are balanced and well documented.

Asset Management

Green Bay Metro maintains records for vehicles, facilities, and other substantial assets purchased with Section 5310 Enhanced Mobility Program funds. These records are updated through the following:

- *Self-certification*. Using forms provided by Metro, subrecipients verify the presence and status of vehicles, facilities, and other substantial assets.
- *On-site reviews*.

Continuing Control

Green Bay Metro ensures that all equipment used by subrecipients that is purchased with federal funds through the Section 5310 Enhanced Mobility Program is used for the program or project for which it was acquired as follows:

- Green Bay Metro staff visits facilities and inspects vehicles to confirm usage during on-site visits.
- Green Bay Metro staff reviews operations and ridership reports to look for changing patterns.

Disposition of Assets

In the event that a subrecipient no longer needs equipment purchased with federal funds through the Section 5310 Enhanced Mobility Program and useful life remains, the equipment is transferred in accordance with WisDOT's asset transfer policies and procedures as found in WisDOT's Transit Procedures and Oversight Manual, which is available from WisDOT or Green Bay Metro.

In the event a vehicle or other substantial asset has reached the end of its useful life, the subrecipient must receive approval from Green Bay Metro to dispose of the asset.

If a subrecipient would like to dispose of a facility, the subrecipient must work with the FTA to follow federal disposition requirements.

Accounting Systems

Subrecipients establish a set of accounts in which all transit-related costs, revenues, and operating sources are recorded and clearly identified, easily traced, and substantially documented. Accounting practices and records must be in accordance with Generally Accepted Accounting Principles.

Green Bay Metro uses the same accounting system for the Section 5310 Enhanced Mobility Program that it uses for its other state and federal grant programs.

Metro uses the information contained in the quarterly reports to monitor subrecipients' fiscal and operational activities. Requests for reimbursement are approved by Metro before being processed for payment.

XI. Project Monitoring and Reporting Requirements

Reporting Requirements for Vehicle Projects

Quarterly Reports

The following data must be submitted to Metro on a quarterly basis **for each vehicle** purchased through the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program:

- Expenses.
- Revenues.
- Number of one-way trips.
- Purpose of each one-way trip (medical, employment, social/recreational, education, etc.).
- Number of service miles.

- Number of service hours.
- Fuel consumption

Semi-Annual Reports

The following data must be submitted to Metro on a semi-annual basis **for each vehicle** purchased through the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program:

- One-way trips provided by passenger type.
- Rider-awardee relationship (e.g. client or non-client).
- Purpose of each one-way trip (medical, employment, social/recreational, education, etc.).
- Trip expenses.
- Trip miles.
- Service times.

Annual Reports

The following data must be submitted to Metro **on a fleet-aggregated basis** for the vehicles purchased through the Green Bay Urbanized Area's Section 5310 Enhanced Mobility Program:

- Number of one-way trips.
- Purpose of each one-way trip (medical, employment, social/recreational, education, etc.).
- Number of eligible riders in the awardee's service area.
- County(ies) served.

Green Bay Metro uses these reports to monitor awardee fiscal and operational management and to satisfy federal reporting requirements.

Metro also schedules on-site visits with awardees on a triennial cycle to review operations and maintenance records. Metro staff may request and review other records and documentation if the initial review uncovers any concerns or unresolved questions.

Reporting Requirements for Non-Vehicle Capital and Operating Projects

Green Bay Metro uses the subrecipient's application, budget, and milestones to monitor and evaluate performance of non-vehicle capital and operating projects. Subrecipients are required to report the following information on a quarterly basis:

- Expenses.

- Revenues.

- Progress toward attaining the goals and milestones identified in the project application.

Metro uses these reports to monitor the subrecipient's fiscal and operational management. Any proposed deviation from what is identified in the project application must be approved by Metro prior to implementation. If the proposed deviation is deemed to be substantial by Metro and Brown County Planning Commission staff, the application must be modified and presented to the Brown County TCC and Brown County Planning Commission Board of Directors for approval.

The reporting form tracks (as applicable):

- Financial information (expenses, reimbursement request, etc.).

- Number of information-based contacts through call centers, websites, mobility managers, and/or training.

- Capital investments added as part of the grant.

- Milestone progress including current quarter activities, outcomes, and accomplishments.

Green Bay Metro will schedule on-site visits with subrecipients on a triennial cycle. In addition, to improve subrecipient monitoring procedures, Metro staff may request and review supporting documentation, including local match documentation, for one subrecipient's reimbursement request per quarter. Selection of the reimbursement request will be based on either a risk assessment or random selection.

Reporting Requirements for Specialized Transportation Mobility Management Programs

The Mobility Coordinator for a Specialized Transportation Mobility Management Program that receives funding through the Green Bay Urbanized Area's Section 5310 Program is required to report the following information on a biannual basis:

- Efforts to develop and promote transportation coordination strategies with the ADRC of Brown County, Brown County TCC, BCPC, and other agencies and organizations as appropriate.

- Efforts to assess unmet transportation needs and service gaps and to develop plans and programs to address these unmet needs and service gaps.

- Efforts to create and lead coalitions and/or teams to develop and implement collaborative approaches to addressing the transportation needs of seniors and people with disabilities throughout Brown County.

- Efforts to develop policies and procedures related to mobility management and travel training programs and activities.

- Efforts to develop and maintain an outreach system that helps seniors and people with disabilities throughout Brown County gain access to needed transportation services.

- Efforts to identify and/or develop fact sheets, resource packets, and other information to educate seniors and people with disabilities about transportation options.

- Names and addresses of agencies and organizations that work with/represent seniors and people with disabilities that contacted and were contacted by the Mobility Coordinator and Travel Trainer during the biennium.

- Number of customer contacts made and received by the Mobility Coordinator and Travel Trainer during the biennium and the home addresses of these customers.

- Number of customers for whom rides were found during the biennium and the home addresses of these customers.

- Number of one-on-one and group training sessions conducted by the Travel Trainer during the biennium and the locations of these training sessions.

The biannual reports will be prepared for the following periods:

- January 1 – June 30 (with the report due by the end of July).

- July 1 – December 31 (with the report due by the end of January).

These reports will be used by the Brown County Planning Commission Board of Directors to determine if Section 5310 Program funding should continue to be provided for the mobility management program. These reports will also be provided to the other agencies that are providing funding for the mobility management program during the six-month periods covered by the biannual reports and to the Brown County TCC.

XII. Other Provisions

Environmental Protection

Most projects and activities funded through the Section 5310 Enhanced Mobility Program do not involve significant environmental impacts. Typically, projects are considered categorical exclusions because they are types of projects that have been “categorically” (i.e., previously) excluded in regulations from the requirements to conduct environmental reviews and prepare environmental documentation.

FTA classifies categorical exclusions (CE) into two groups:

- CE under 23 CFR 771.117(c) – activities and projects which have very limited or no environmental effects at all (e.g., planning studies, preliminary design work, program administration, operating assistance and the purchase of transit vehicles).

- CE under 23 CFR 771.117(d) – activities and projects involving construction and/or have a greater potential for off-site environmental impacts (e.g., construction of transit facilities, parking, etc.). These projects may be designated CE after review of documentation. In order to receive a documented CE, a subrecipient must complete a CE checklist, including an Environmental Justice (EJ) analysis. WisDOT will first review the completed checklist before sending it to FTA, which has final authority to grant the CE. For a copy of the checklist and more detail on the review process, see the WisDOT Transit Procedures and Oversight Manual.

Even if a project is determined to be a CE, there may be other relevant state and federal environmental protection requirements that must be satisfied (depending on the project's type and location).

For projects with environmental impacts that are determined not to be a CE, FTA requires the preparation of an environmental assessment (EA) for public comment and FTA review. In the unlikely event that significant environmental impacts are identified with a project, an environmental impact statement (EIS) is required.

School Transportation

There are no subrecipients currently operating exclusive school bus service. There are no subrecipients operating school tripper service. The Federal Certifications and Assurances for FTA grants require the subrecipient to certify compliance with each annual sub-grant agreement.

Green Bay Metro oversees compliance with the prohibition by monitoring route schedules submitted with application materials, on websites, and/or in promotional materials with route schedules. Metro staff also looks for signs that might indicate exclusive school bus service (e.g., a school route only) during vehicle inspections.

Drug and Alcohol Testing

Subrecipients that receive Section 5310 Enhanced Mobility Program funds are not subject to FTA's drug and alcohol testing rules. However, these subrecipients must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for employees who hold commercial driver's licenses (49 CFR Part 382).

Appendix 1

Designated Recipient (DR) Approval Resolutions

RESOLUTION NO. 2013-01
SUPPORTING GREEN BAY METRO AS THE DESIGNATED RECIPIENT
OF THE FEDERAL SECTION 5310
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM
FOR THE GREEN BAY URBANIZED AREA (UZA)

WHEREAS, the United States Census Bureau released the designations of UZAs that exceed 200,000 people based on the results of the 2010 Census; and

WHEREAS, the 2010 Census identified the Green Bay UZA as a Transportation Management Area (TMA) with a population that exceeds 200,000; and

WHEREAS, now that the Green Bay UZA's population exceeds 200,000, the Wisconsin Department of Transportation has determined that the Green Bay UZA's Section 5310 program will be administered by one or more entities within the Green Bay UZA; and

WHEREAS, the Wisconsin Department of Transportation and Federal Transit Administration agree that the most appropriate entities to administer the 5310 program are the local public transit provider (Green Bay Metro) and Metropolitan Planning Organization (Brown County Planning Commission) because they currently handle similar responsibilities; and

WHEREAS, funding for the Green Bay UZA's Section 5310 program will now be allocated directly to a Designated Recipient that is appointed by the Governor of Wisconsin in coordination with the Metropolitan Planning Organization (Brown County Planning Commission) and the local public transit provider (Green Bay Metro); and

WHEREAS, the identification of Green Bay Metro as the Designated Recipient of the Section 5310 program for the Green Bay UZA will ensure the continued delivery of transportation service to seniors and persons with disabilities in the Green Bay area, foster an effective planning process that ensures connectivity between transportation modes, and maintain the close relationship between Green Bay Metro and the Green Bay Metropolitan Planning Organization.

NOW, THEREFORE BE IT RESOLVED, that the Green Bay Transit Commission supports Green Bay Metro as the Designated Recipient of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Green Bay UZA effective July 1, 2013.

BE IT FURTHER RESOLVED, that Green Bay Metro and the Brown County Planning Commission will formally identify each entity's administrative responsibilities for the 5310 program in a memorandum of understanding (MOU) that will be approved by the Green Bay Transit Commission and Brown County Planning Commission.

Dated at Green Bay, Wisconsin, this 15th day of May 2013.

GREEN BAY TRANSIT COMMISSION

Roger Kolb

Roger Kolb, President

ATTEST:

Tom Wittig, Transit Director

RESOLUTION NO. 2013-06

SUPPORTING GREEN BAY METRO AS THE DESIGNATED RECIPIENT OF THE FEDERAL SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM FOR THE GREEN BAY URBANIZED AREA (UZA)

WHEREAS, the United States Census Bureau released the designations of UZAs that exceed 200,000 people based on the results of the 2010 Census; and

WHEREAS, the 2010 Census identified the Green Bay UZA as a Transportation Management Area (TMA) with a population that exceeds 200,000; and

WHEREAS, now that the Green Bay UZA's population exceeds 200,000, the Wisconsin Department of Transportation has determined that the Green Bay UZA's Section 5310 program will be administered by one or more entities within the Green Bay UZA; and

WHEREAS, the Wisconsin Department of Transportation and Federal Transit Administration agree that the most appropriate entities to administer the 5310 program are the local public transit provider (Green Bay Metro) and Metropolitan Planning Organization (Brown County Planning Commission) because they currently handle similar responsibilities; and

WHEREAS, funding for the Green Bay UZA's Section 5310 program will now be allocated directly to a Designated Recipient that is appointed by the Governor of Wisconsin in coordination with the Metropolitan Planning Organization (Brown County Planning Commission) and the local public transit provider (Green Bay Metro); and

WHEREAS, the identification of Green Bay Metro as the Designated Recipient of the Section 5310 program for the Green Bay UZA will ensure the continued delivery of transportation service to seniors and persons with disabilities in the Green Bay area, foster an effective planning process that ensures connectivity between transportation modes, and maintain the close relationship between Green Bay Metro and the Green Bay Metropolitan Planning Organization.

NOW, THEREFORE BE IT RESOLVED, that the Brown County Planning Commission, as the designated Metropolitan Planning Organization for the Green Bay UZA, supports Green Bay Metro as the Designated Recipient of the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Green Bay UZA effective July 1, 2013.

BE IT FURTHER RESOLVED, that Green Bay Metro and the Brown County Planning Commission will formally identify each entity's administrative responsibilities for the 5310 program in a memorandum of understanding (MOU) that will be approved by the Brown County Planning Commission and Green Bay Transit Commission.

Dated at Green Bay, Wisconsin, this 5th day of June 2013.

BROWN COUNTY PLANNING COMMISSION

Norbert Dantinne, Jr., President

ATTEST:

Cole Runge, Principal Planner

Appendix 2

Recipient Coordination and Management Plan Approval Resolutions

RESOLUTION OF THE GREEN BAY TRANSIT COMMISSION
APPROVING THE RECIPIENT COORDINATION AND MANAGEMENT PLAN UPDATE FOR THE GREEN BAY URBANIZED AREA'S
SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

WHEREAS, the United States Census Bureau released the designations of urbanized areas (UZAs) that exceed 200,000 people based on the results of the 2010 Census; and

WHEREAS, the 2010 Census identified the Green Bay UZA as a Transportation Management Area (TMA) with a population that exceeds 200,000; and

WHEREAS, now that the Green Bay UZA's population exceeds 200,000, the Wisconsin Department of Transportation has determined that the Green Bay UZA's Section 5310 program will be administered by one or more entities within the Green Bay UZA; and

WHEREAS, the Wisconsin Department of Transportation and Federal Transit Administration agree that the most appropriate entities to administer the 5310 program are the local public transit provider (Green Bay Metro) and Metropolitan Planning Organization (BCPC) because they currently handle similar responsibilities; and

WHEREAS, funding for the Green Bay UZA's Section 5310 program will now be allocated directly to Green Bay Metro as the Designated Recipient for the program; and

WHEREAS, a Recipient Coordination and Management Plan that identifies policies and procedures for administering the Green Bay UZA's Section 5310 program was developed and submitted to the Federal Transit Administration in 2013 to allow Section 5310 program funds to be allocated to Green Bay Metro as the Designated Recipient; and

WHEREAS, a 2016 update of the Recipient Coordination and Management Plan is necessary to reflect the existing federal transportation law and the Section 5310 program's current policies and procedures.

THEREFORE, BE IT RESOLVED, that the Green Bay Transit Commission approves the 2016 update of the Recipient Coordination and Management Plan for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

Dated at Green Bay, Wisconsin, this 21st day of December 2016.

GREEN BAY TRANSIT COMMISSION

Roger Kolb

Roger Kolb, President

ATTEST:

Patty Kiewiz, Transit Director

RESOLUTION NO. 2016-07

RESOLUTION OF THE BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS APPROVING THE 2016 RECIPIENT COORDINATION AND MANAGEMENT PLAN UPDATE FOR THE GREEN BAY URBANIZED AREA'S SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

WHEREAS, In accordance with 23 CFR 450.334(a) the Brown County Planning Commission (BCPC) hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
5. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities, and

WHEREAS, the United States Census Bureau released the designations of urbanized areas (UZAs) that exceed 200,000 people based on the results of the 2010 Census; and

WHEREAS, the 2010 Census identified the Green Bay UZA as a Transportation Management Area (TMA) with a population that exceeds 200,000; and

WHEREAS, now that the Green Bay UZA's population exceeds 200,000, the Wisconsin Department of Transportation has determined that the Green Bay UZA's Section 5310 program will be administered by one or more entities within the Green Bay UZA; and

WHEREAS, the Wisconsin Department of Transportation and Federal Transit Administration agree that the most appropriate entities to administer the 5310 program are the local public transit provider (Green Bay Metro) and Metropolitan Planning Organization (BCPC) because they currently handle similar responsibilities; and

WHEREAS, funding for the Green Bay UZA's Section 5310 program will now be allocated directly to Green Bay Metro as the Designated Recipient for the program; and

WHEREAS, a Recipient Coordination and Management Plan that identifies policies and procedures for administering the Green Bay UZA's Section 5310 program was developed and submitted to the Federal Transit Administration in 2013 to allow Section 5310 program funds to be allocated to Green Bay Metro as the Designated Recipient; and

WHEREAS, a 2016 update of the Recipient Coordination and Management Plan is necessary to reflect the existing federal transportation law and the Section 5310 program's current policies and procedures.

THEREFORE, BE IT RESOLVED, that the Brown County Planning Commission Board of Directors approves the 2016 update of the Recipient Coordination and Management Plan for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

BE IT FURTHER RESOLVED that the MPO planning process is compliant with the requirements of the FAST Act and that the BCPC certifies that the urban transportation planning process certification requirements of 23 CFR 450.114 (c) are satisfied.

Dated at Green Bay, Wisconsin, this 7th day of December 2016.

BROWN COUNTY PLANNING COMMISSION

Norbert Dantinne, Jr., President

ATTEST:

Chuck Lamine, AICP, Planning Director