

**UNDERSTANDING AGREEMENT BETWEEN  
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
(APPLETON MPO) AND VALLEY TRANSIT  
INTERURBAN TRANSIT PARTNERSHIP**

This agreement entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the East Central Wisconsin Regional Planning Commission, hereinafter referred to as the Appleton MPO, and Valley Transit, hereinafter referred to as VT.

WITNESSETH:

The federal government, under the authority of Title 23 CFR, section 450.310, requires an agreement between metropolitan planning organizations and operators of public-owned transit services which specifies cooperative procedures for carrying out transportation planning. The East Central Wisconsin Regional Planning Commission is the designated metropolitan planning organization (MPO) responsible for fulfilling the requirements of 23 U.S.C. 134, 135 and 409 U.S.C 5303 and 5304 and as such is the recipient of planning funds in the Appleton Transportation Management Area (TMA). This agreement is for the purpose of setting forth the duties and responsibilities between the parties with respect to cooperative efforts in planning, programming and expenditure of state funds and Federal Transit Administration funds for the purpose of planning, programming, engineering, design and evaluation of public transportation projects.

Now, therefore, the parties hereto mutually agree that:

1. Cooperation between the Appleton MPO and VT is essential with respect to the provision of public transportation to the residents in the area.
2. The Appleton MPO has established overall transportation policies, oversees the planning process for the metropolitan area, and provides for cooperative intermodal decision-making.
3. The role of Appleton MPO relates to planning, review and comment as provided for in the appropriate federal and state legislation.
4. This agreement does not prohibit VT from conducting independent planning and feasibility studies, as it deems necessary.
5. VT shall be represented on the Appleton MPO Technical Advisory Committee and Policy Board.

6. The term of this agreement shall be from the date of execution and extending until such time as it is officially terminated in accordance with the terms of this agreement.
7. Either party may terminate this agreement with not less than ninety (90) days written notice to the other party.
8. No changes may be made to this agreement which are not mutually agreed upon in writing between the parties.
9. Both parties hereby agree to comply with all applicable federal, state and local regulations and laws.
10. Attachment A defines, but does not limit, the responsibilities of VT and the Appleton MPO.

Appleton MPO

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Valley Transit

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A

### ROLES AND RESPONSIBILITIES

#### Appleton TMA 5310 Program Roles and Responsibilities

Task	Responsible Party
Developing and maintaining the 5310 Program Management and Coordination Plan for the Appleton Urbanized Area.	ECWRPC
Developing and managing Outagamie, Calumet and Winnebago County's Coordinated Public Transit-Human Services Transportation Plan.	ECWRPC
Develop 5310 budget and present it to the full council for approval	Valley Transit
Notifying eligible subrecipients of the program and program's requirements.	ECWRPC/ Valley Transit
Providing technical assistance to eligible subrecipients.	ECWRPC/Valley Transit
Providing demographic data to help subrecipients comply with Title VI requirements.	ECWRPC
Utilizing WisDOT's application form and evaluation criteria to ensure consistency among subrecipients who have to apply to multiple agencies for the same project. Applications will be distributed to eligible subrecipients and identified by a unique id number for record keeping.	ECWRPC/Valley Transit
Determining applicant eligibility.	ECWRPC/Valley Transit
Conducting the competitive selection process.	ECWRPC/Valley Transit
Forwarding an annual program of projects (POP) and grant application to FTA through TEAM.	Valley Transit
Ensuring that all sub-recipients comply with Federal requirements.	ECWRPC/Valley Transit
Creating a selection subcommittee of ECWRPC and Valley Transit staff to review project applications and rank them according to established criteria.	ECWRPC/Valley Transit
Ensuring sub-recipient meets procedures documented in the Program Management and Coordination Plan.	ECWRPC/Valley Transit
Present project funding recommendations to Fox Cities Transit Commission for approval.	ECWRPC/Valley Transit
Collecting all approved projects for inclusion in the Transportation Improvement Program (TIP).	ECWRPC
Certifying that allocations of grants to sub-recipients are distributed on a fair and equitable basis.	ECWRPC/Valley Transit
Certifying that all projects are derived from a locally developed, coordinated public transit-human services transportation plan developed through a process that consists of representatives of public, private, and non-profit transportation and human services providers with participation by the public.	ECWRPC
Protest Procedures.	Valley Transit
Developing, executing, managing, and amending grant agreements with subrecipients.	Valley Transit

Applying for federal funds and managing the program's federal grants. This includes developing the program of projects, grant reporting, and grant closeouts.	Valley Transit
Working with subrecipients to procure capital items.	Valley Transit
Processing payments, drawing down federal funds, and completing financial audits.	Valley Transit
Collecting and maintaining financial reports, operating statistics, and vehicle data from subrecipients.	Valley Transit
<p>Ensuring Program Measures and Reporting are properly tracked and collected:</p> <ul style="list-style-type: none"> <li>• Actual number of rides (one-way trips) provided for elderly individuals and individuals with disabilities</li> <li>• Operating data including hours of service, miles in service</li> <li>• Actual or estimated service costs, including sources of funding</li> <li>• Measuring the gaps in service that have been filled: <ul style="list-style-type: none"> <li>○ Gaps in Service Filled. Provision of transportation options that would not otherwise be available for older adults and individuals with disabilities measured in numbers of older adults and people with disabilities afforded mobility they would not have without program support.</li> <li>○ Ridership. Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and older adults on Section 5310—supported vehicles and services.</li> </ul> </li> <li>• Submit data to National Transit Database</li> </ul>	Valley Transit
Monitoring subrecipient compliance with federal requirements.	Valley Transit
Conducting on-site inspections of subrecipient projects.	Valley Transit
Amending Valley Transit's Title VI Plan, Equal Employment Opportunity (EEO) Plan, and Disadvantaged Business Enterprise (DBE) Goals to include the Section 5310 Enhanced Mobility Program.	Valley Transit
Reviewing subrecipients' Title VI, EEO, and DBE programs.	Valley Transit
Investigating and addressing Title VI, EEO, and DBE complaints.	Valley Transit
Monitoring subrecipients' adherence to maintenance plans and safety standards.	Valley Transit