



February 19, 2019

To: Fox Cities Transit Commission

From: Ron McDonald
General Manager

Subject: Approve Revised 5310 Program Management Agreement with East Central Wisconsin Regional Planning Commission

Section 5310 is a federal assistance program designed to fund projects that serve the transportation needs of elderly persons and persons with disabilities. Both non-profits and public agencies are eligible to receive 5310 funds. The Appleton Urbanized Area receives an apportionment annually and in Federal Fiscal Year 2018, this amount was \$175,027.

Since 2014, Valley Transit has partnered with East Central Wisconsin Regional Planning Commission (ECWRPC) to administer Section 5310 federal funds available for projects in the Appleton Urbanized Area. A Memorandum of Understanding (MOU) defines the roles and responsibilities of each agency in the partnership. The administrative procedures are outlined in the *Section 5310 Program Management and Coordination Plan for the Appleton Urbanized Area*. The program management plan was recently updated. The updated plan and MOU are attached. Both ECWRPC and Valley Transit agreed to the plan revisions summarized below.

1. All references to the Town of Menasha were changed appropriately to "Fox Crossing."
2. The application cycle was changed from annual (every year) to biennial (every other year). This change was made to reduce administrative burden on each partnering agency and to provide more funding stability to awarded applicants.
3. A new provision was added under the project selection section stating that "New projects will be considered for award if funds are available after prior year/existing projects, which meet or exceed stated goals, are funded." This provision was added to ensure proven projects continue to receive the funding required to be successful.
4. A new requirement was added to the Asset Management section of the plan to notify awarded applicants that asset data is collected, documented and continually reviewed in a Transit Asset Management Plan. This was added to comply with a new federal requirement.

The MOU and program management plan have been revised to reflect the changes above.

Recommendation: Approve Updated 2019 5310 Program Management and Coordination Plan for the Appleton Urbanized Area; and Approve Revised Understanding Agreement Between East Central Wisconsin Planning Commission (Appleton MPO) and Valley Transit.