



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Fox Cities Transit Commission

Wednesday, February 28, 2018

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-0223](#) Approval of minutes from previous meeting

Attachments: [1-24-18 FCTC Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

[18-0019](#) Public Participation on Agenda Items

5. **Action Items**

[18-0224](#) Approval of Payments

Attachments: [January 2018 Check Register.pdf](#)
[January 2018 P-Card Statement.pdf](#)

[18-0225](#) Approve Addendum to Fox Valley Technical College Student Pass Contract

Attachments: [2018 FVTC Addendum memo.pdf](#)
[2018 FVTC Addendum.pdf](#)
[2015 FVTC Contract.pdf](#)

[18-0226](#) Approve 2018 Federal Section 5310 Sub-recipient Contract

Attachments: [2018 5310 Contract memo.pdf](#)
[2018 5310 Grant Agreement LSS.pdf](#)
[2018 5310 Grant Agreement LSS Attachment A.pdf](#)

6. **Information Items**

[18-0227](#) Financial Report

Attachments: [2018 FCTC Monthly Income Statement.pdf](#)
[2018 FCTC Monthly Income Statement PT.pdf](#)

[18-0228](#) Ridership and Revenue

Attachments: [January Ridership and Revenue.pdf](#)

[18-0229](#) Review of Valley Transit Service Requests

Attachments: [Service Request Review memo.pdf](#)

[18-0230](#) Pending Items

Attachments: [Pending Items.pdf](#)

[18-0231](#) Request for Future Agenda Items

7. Next Meeting Date & Time
- March 14, 2018, 3:00 PM
- March 28, 2018, 3:00 PM

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Fox Cities Transit Commission

Wednesday, January 24, 2018

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Due to technical difficulties, the first 10 minutes of video for this meeting is not available.

2. Roll call of membership

Present: 11 - Kasimor, Detienne, Vice Chair Buckingham, Nau, Chairperson Lobner, Dvorachek, Dearborn, Wurdinger, Brown, Wilson and Schroeder

3. Approval of minutes from previous meeting

[18-0009](#)

Approval of Minutes from previous meeting

Attachments: [12-13-17 FCTC Minutes.pdf](#)

Aldersperson Dvorachek moved, seconded by Commissioner Dearborn, that the Minutes be approved. Voice Vote. Motion Carried.

4. Public Hearings/Appealances

[18-0019](#)

Public Participation on Agenda Items

There was no public participation on the agenda items.

5. Action Items

[18-0011](#)

Discuss Frequency of FCTC meetings

This Report Action Item was discussed, no vote taken.

[18-0012](#)

Approve the Memorandum of Understanding Between The City of Appleton, Valley Transit and Community Care Inc. for Specialized Transportation Services for 2018

Attachments: [2018 Contract Valley Transit and Community Care.pdf](#)

Commissioner Brown moved, seconded by Aldersperson Dvorachek, that the Report Action Item be recommended for approval. Voice Vote. Motion Carried.

6. Information Items

[18-0010](#)

Approval of Payments

Attachments: [November 2017 Check Register.pdf](#)
 [November 2017 P-Card Statement.pdf](#)
 [December 2017 Check Register.pdf](#)
 [December 2017 P- Card Statement.pdf](#)

This action item was moved to information items.

Vice Chair Buckingham moved, seconded by Commissioner Detienne, that the Report Action Item be approved. Voice Vote. Motion Carried.

[18-0013](#)

Transit Operations Supervisor Introduction

Attachments: [Table of Organization Jan 2018.pdf](#)

This Presentation was presented

[18-0014](#)

Financial Report

Attachments: [2017 FCTC Monthly Income Statement.pdf](#)
 [2017 FCTC Monthly Income Statement PT.pdf](#)

This Presentation was presented

[18-0015](#)

Ridership and Revenue

Attachments: [November 2017 Ridership and Revenue.pdf](#)
 [2017 Fact Sheet.pdf](#)

This Presentation was presented

[18-0105](#)

Key Performance Indicators

Attachments: [2017 Q4.pdf](#)

This Presentation was presented

[18-0108](#)

Information System Update

This Presentation was presented

[18-0016](#)

Capital Projects Update

This Presentation was presented

[18-0017](#)

Pending Items

Attachments: [Pending Items.pdf](#)

This Presentation was presented

[18-0018](#)

Request for Future Agenda Items

This Presentation was presented

7. Adjournment

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Date - 02/16/18

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Subl	Voucher Amount	Dis Take
533089	01/03/18	252291	COMMUNITY TRANSP	379532	2018 membership fee	1,000.00-	5810	6303			1,000.00	
total											1,000.00	
533123		251192	STAR TRAN SOFTWARE	379542	software maint		5820	6424			1,000.00	
total											1,000.00	
533125		162827	TRANSIT MUTUAL IN	379543	2018 insurance	124,917.00-	580	1602			124,917.00	
total											124,917.00	
533126		173534	TRAPEZE SOFTWARE	379544	software support	5,500.00-	580	1601			5,500.00	
total											5,500.00	
533129		163731	U.S. POSTAL SERVI	379546	permit PD 95156-000	100.00-	5810	6304			100.00	
total											100.00	
533136		107895	WISCONSIN EMPLOYM	379516	1/2 arbitration fili	400.00-	5810	6599			400.00	
total											400.00	
533316	01/17/18	224354	ABC COMPANIES	379818	PIN BRAKE TREADLE	2,666.67-	580	2160			5.95	
				379913	bus parts		5820	6326			60.00	
				379914	bus parts		5820	6326			927.44	
				379915	bus parts		5820	6326			1,235.52	
				379916	bus parts		5820	6326			437.76	
total											2,666.67	
533319		302990	APPLETON MONTHLY	380026	full page ad	500.00-	5810	6412			500.00	
total											500.00	
533326		58712	AT&T	380030	1/18 security system	599.63-	5810	6413	7		239.84	
total											239.84	
533329		15755	BAYCOM, INC.	379820	Mike extension cbl c	84,866.00-	580	2160			1,440.00-	
				379821	Remote Kits and Cabl		580	2160			3,060.00	
				379822	UHF DMR Radio System		580	2160			71,283.66	
				379823	UHF DMR RADIO SYSTEM		580	2160			11,934.84	
total											84,838.50	
533337		182019	CALUMET COUNTY DE	379929	service/fares	1,058.38-	5860	4875		1818	1,293.80-	
				379929	service/fares		5860	6408		1818	2,352.18	
total											1,058.38	
533340		35828	DEPARTMENT OF WOR	379930	reimb unemployment b	3,648.32-	5840	6155			233.17	
total											233.17	
533349		182561	ERGOMETRICS & APP	379931	start operator test	125.00-	5810	6205			125.00	
total											125.00	
533354		162886	FOX VALLEY CAB	379933	nw dar fares	8,043.00-	5860	4875		1813	2,163.00-	
				379933	nw dar fares		5860	4875		1813	185.50-	
				379933	nw dar fares		5860	4875		1813	332.50-	
				379933	nw dar fares		5860	6408		1813	8,652.00	
				379933	nw dar fares		5860	6408		1813	742.00	
				379933	nw dar fares		5860	6408		1813	1,330.00	
total											8,043.00	
533358		35641	GARROW OIL CORPOR	379937	fuel	15,425.81-	5840	6322			15,425.81	
total											15,425.81	

Check Register with General Ledger Accounts
Check Date 01/01/18 thru 01/31/18

Page - 2
Date - 02/16/18

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Sub1	Voucher Amount	Dis Take
533359	01/17/18	252304	GENFARE, DIVISION	379829	S/A PCB, CONTROL TRI	1,451.48-	580	2160			1,388.43	
				379829	S/A PCB, CONTROL TRI		5820	6326			.01-	
				379830	S/A, COIN ENTRY/BENT		580	2160			63.06	
total											1,451.48	
533374		17806	KOBUSSEN BUSES, L	379948	rural fares	52,666.20-	5860	4875		1809	3,480.00-	
				379948	rural fares		5860	6408		1809	16,498.20	
				379949	sheltered workshop		5860	6408		1808	39,648.00	
total											52,666.20	
533375		196091	KWIK TRIP, INC	379842	fuel	1,587.41-	5820	6322			348.54	
				379842	fuel		5840	6322			1,284.71	
				379842	fuel		5840	6322			45.84-	
total											1,587.41	
533378		18850	LAKESHORE CLEANER	379958	snow removal	9,193.02-	5830	6440			150.42	
				379959	snow removal		5830	6440			3,348.85	
				379960	snow removal		5830	6440			540.00	
total											4,039.27	
533387		116759	NEW HOPE CENTER,	379968	dec service	14,343.78-	5860	6408		1815	14,343.78	
total											14,343.78	
533390		13899	NORTHERN MUSICAST	380042	music service 1st qt	135.00-	5840	6408			135.00	
total											135.00	
533405		288606	POMP'S TIRE - APP	379910	305/70R22.5 BRM	4,481.10-	580	2160			1,930.80	
				379911	305/70RSS.5 BRM 348B		580	2160			965.40	
				379912	305/70R22.5/20 CNTNT		580	2160			1,584.90	
total											4,481.10	
533410		246271	RUNNING, INC.	379986	Connector Tickets	153,284.92-	580	2131			2,298.00	
				379986	Agency Local Share		580	2131			429.00	
				379986	Agency Local Share		5860	4230		1819	429.00-	
				379986	Connector ESA Fares		5860	4875		1820	904.00-	
				379986	Connector ESH Fares		5860	4875		1819	4,878.00-	
				379986	ESA Ticket Revenue		5860	4875		1820	540.00-	
				379986	ESH Ticket Revenue		5860	4875		1819	1,758.00-	
				379986	Connector ESA		5860	6408		1820	7,400.50	
				379986	Connector ESH		5860	6408		1819	28,313.60	
				379986	Fuel escalator/deesc		5860	6408		1819	380.25	
				379987	VTII Premium		580	2130			7,608.00	
				379987	VTII Agency		580	2132			17,010.00	
				379987	Local Share of Agenc		580	2132			19,631.25	
				379987	VTII Basic		580	2133			7,280.00	
				379987	Local Share of Agenc		5850	4230			19,631.25-	
				379987	Tickets		5850	4875		1805	31,898.00-	
				379987	VTII Cash Fares		5850	4875		1805	4,028.00-	
				379987	VT II		5850	6408		1805	122,375.50	
				379987	Fuel Escalator		5850	6408			1,388.47	
				379987	Elderly Fares		5860	4875		1806	896.00-	
				379987	Sunday Fares		5860	4875		1807	1,100.00-	
				379987	Elderly		5860	6408		1806	3,617.60	
				379987	Sunday		5860	6408		1807	1,615.00	
total											153,284.92	
533445		12351	WISCONSIN MEDIA	380021	ads	5,154.05-	5810	6205			465.04	
total											465.04	
533446				380022	ads	7,094.87-	5810	6205			478.44	
total											478.44	
533493		172398	KELPINSKI, DEB	379873	work pants	21.00-	5840	6451			21.00	

Check Register with General Ledger Accounts
Check Date 01/01/18 thru 01/31/18

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Date - 02/16/18

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub	Sub1	Voucher Amount	Dis Take
total											21.00	
533496		280102	RILEY, MICHAEL	379877	cdl renewal	40.00-	5810	6303			40.00	
total											40.00	
533497		169404	TUCKER, DEAN	379878	cdl test/temps	45.76-	5840	6303			45.76	
total											45.76	
533499		313939	VANDERZANDEN, ROB	379908	work pants	57.19-	5840	6451			57.19	
total											57.19	
533503	01/24/18	224354	ABC COMPANIES	380239	bus parts	642.00-	5820	6326			540.00	
				380240	bus parts		5820	6326			102.00	
total											642.00	
533525		75109	EAST CENTRAL WI R	380144	Transit Development	686.00-	580	2160			686.00	
total											686.00	
533527		9216	FAITH TECHNOLOGIE	380204	program tags	425.00-	5820	6599			425.00	
total											425.00	
533536		35641	GARROW OIL CORPOR	380248	fuel	15,781.94-	5840	6322			15,781.94	
total											15,781.94	
533537		252304	GENFARE, DIVISION	380151	BANKNOTE BOX BNK-60A	3,213.43-	580	2160			1,184.10	
				380152	HARD DRIVE TM REPAIR		580	2160			73.01	
				380250	motor control, conve		5820	6326			1,101.32	
				380284	TS-0231 DATA SYSTEM		580	2160			855.00	
total											3,213.43	
533538		162894	GILLIG LLC	380153	Shifter, 6 Button se	287.56-	580	2160			287.56	
total											287.56	
533561		163969	MOHAWK MANUFACTUR	380171	Valve	769.48-	580	2160			769.48	
total											769.48	
533564		310359	NEW FLYER PARTS	380172	Solenoid, Kneeling V	4,871.53-	580	2160			640.90	
				380173	Washer, Thrust		580	2160			45.06	
				380174	Core Assy, Heater		580	2160			235.16	
				380175	Relay , 24 V 50A		580	2160			1,589.66	
				380176	Kit-Valve Mod 24V W/		580	2160			2,189.41	
				380177	Hose Cac Hump 4" ID		580	2160			171.34	
total											4,871.53	
533576		12811	PETERBILT OF WISC	380183	Wheel-Alum 22.5X8.25	2,959.92-	580	2160			2,959.92	
total											2,959.92	
533580		178061	RADIO ENGINEERING	380294	HD6-1200W DRV, 7 CAM	3,498.12-	580	2160			3,498.12	
total											3,498.12	
533584		18711	RICOH USA, INC.	380126	VT Lease	22,282.82-	5810	6320	1		31.34	
				380126	VT Lease		5810	6320	1		195.51	
				380126	VT Copies		5810	6320	1		93.45	
				380127	VT Lease		5810	6320	1		31.34	
				380127	VT Lease		5810	6320	1		195.51	
				380127	VT Copies		5810	6320	1		118.38	
				380128	VT Lease		5810	6320	1		31.34	
				380128	VT Lease		5810	6320	1		195.51	
				380128	VT Copies		5810	6320	1		93.52	

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Date - 02/16/18

Check No.	Check Date	Payee Number	Payee Name	Voucher Number	Explanation -Remark-	Payment Amount	Bus. Unit	Obj Acct	Sub Sub1	Voucher Amount	Dis Take
total										985.90	
533599		8942	ULTIMATE CLEANING	380263	cleaning	32,717.16-	5830	6599		85.92	
				380264	cleaning		5830	6599		474.60	
total										560.52	
533612		37022	WE ENERGIES	380274	7216-827-232 Elec	44,107.50-	5810	6413	1	1,607.04	
				380274	7216-827-232 Gas		5810	6413	2	701.95	
				380274	5028-442-903		5810	6413	1	3,123.45	
				380274	5070-604-479		5810	6413	2	2,118.19	
				380274	0425-072-359		5810	6413	1	563.67	
				380274	6404-083-107		5810	6413	2	11.50	
total										8,125.80	
533618		308347	WISCONSIN PUBLIC	380107	2018 membership	3,675.00-	5810	6303		3,675.00	
total										3,675.00	
533655	01/31/18	95126	EJ ARENA SPORTS,	380302	uniforms	529.00-	5840	6321	1	529.00	
total										529.00	
total										526,155.16	



J.P.Morgan

Spend Analysis by Merchant

Run Date: 02/16/2018
Report ID: 10013

Posting Date: 12/27/2017 - 01/26/2018

VALLEY TRANSIT
100 N APPLETON
APPLETON, WI 54911-4799 USA

Merchant Name	Amount		Amount % Of		Average		Count	Count % Of	
	Merchant Name	Amount	Total	Total	Amount	Total		Total	Total
HARTLAND LUBRICANTS AN		4,793.92	20.67	4,793.92	1	1.00			
AUTOMOTIVE SUPPLY CO		4,504.53	21.83	136.50	33	33.00			
PETERBILT WI APPLETON		3,390.32	14.61	678.06	5	5.00			
CCP INDUSTRIES HOSPECO		1,777.80	7.66	1,777.80	1	1.00			
TCAW OCC HEALTH		1,699.75	7.33	849.88	2	2.00			
CADRE		1,441.70	6.21	1,441.70	1	1.00			
TRANSPORT REFRIGERATIO		1,398.14	6.03	1,398.14	1	1.00			
SPRINT *WIRELESS		461.00	1.99	461.00	1	1.00			
FAITH TECHNOLOGIES INC		399.95	1.72	399.95	1	1.00			
SQU*SQ *QUICK PRINT CE		372.56	1.61	93.14	4	4.00			
UNITED AIRLINES		341.00	1.47	341.00	1	1.00			
TRANS DEVELOP ASSN		340.00	1.47	340.00	1	1.00			
FVTC FINANCIAL SERVICE		300.00	1.29	300.00	1	1.00			
CELLCOM		284.06	1.22	284.06	1	1.00			
QUILL CORPORATION		264.43	1.14	132.22	2	2.00			
IDENTOGO - TSA PREHEC		170.00	0.73	85.00	2	2.00			
CAMERON S COFFEE		127.84	0.55	127.84	1	1.00			
TRUDIGITAL		98.00	0.42	98.00	1	1.00			
TLF*MEMORIAL FLORISTS		92.95	0.40	92.95	1	1.00			
HYDROCLEAN EQU00 OF 00		85.00	0.37	85.00	1	1.00			
1ST AYD CORP		73.86	0.32	73.86	1	1.00			
FEDEX 26878954		61.17	0.26	61.17	1	1.00			
AIRGASS NORTH		51.12	0.22	51.12	1	1.00			
FOX RIVER BREWING		45.84	0.20	45.84	1	1.00			
FEDEX 26878925		27.32	0.12	27.32	1	1.00			
KYLE ROACH MATCO		17.17	0.07	17.17	1	1.00			
MANDERFIELDS HOME BAKE		11.25	0.05	11.25	1	1.00			



J.P.Morgan

Spend Analysis by Merchant

Run Date: 02/16/2018
Report ID: 10013

Posting Date: 12/27/2017 - 01/26/2018

VALLEY TRANSIT
100 N APPLETON
APPLETON, WI 54911-4799 USA

Merchant Name	Amount		Amount % Of		Average		Count % Of	
	Amount	Total	Amount	Total	Amount	Total	Count	Total
DOLLAR TREE	5.00			0.02	5.00		1	1.00
CITY OF APPLETON PARKI	2.00			0.01	2.00		1	1.00
Total	22,637.68		100.00		318.84		71	71.00



February 19, 2018

To: Fox Cities Transit Commission

From: Debra Ebben, Administrative Services Manager

Subject: Contract between City of Appleton, Valley Transit and Fox Valley Technical College.

Background:

In November 2014, the Fox Cities Transit Commission approved a contract between Valley Transit and Fox Valley Technical College (FVTC) to provide rides to the FVTC students during 2015 for a fixed amount of money. Under the agreement, program and basic adult education students enrolled in FVTC are allowed to show their student ID card and ride any Valley Transit fixed route bus on all days and all scheduled hours that the system operates. FVTC agreed to pay \$46,000 for the service.

During 2015, FVTC was able to encode their student ID card so that it could be used at the farebox in the same manner a bus pass is used, enabling us to track the number of unique riders along with the number of rides individual students take. While the program has been successful; FVTC ridership grew from more than 96,000 rides in 2015 to over 100,000 rides in 2016, we saw a decline in 2017 (95,272). The FVTC leadership team continues to be pleased with the success of this program and that it provides affordable transportation for their students, particularly low-income students who might not otherwise be able to further their education. The current contract requires a review of student enrollment in January each year to determine if there will be an adjustment to the annual payment. FVTC's enrollment has remained relatively flat for 2017/2018 and Valley Transit has not experienced any overcrowding of fixed route buses due to this program. Valley Transit and FVTC have agreed that the program can continue at the current rate of \$46,000 for 2018.

Recommendation: Approve Addendum to the Fox Valley Technical College pass program.

**ADDENDUM TO CONTRACT
CITY OF APPLETON/VALLEY TRANSIT
AND
FOX VALLEY TECHNICAL COLLEGE**

THIS ADDENDUM TO CONTRACT (“Addendum”) shall serve as an understanding and agreement between the City of Appleton Valley Transit (hereinafter “Valley Transit”), with a mailing address 801 South Whitman Avenue, Appleton, WI 54914, and the Fox Valley Technical College (hereinafter “FVTC”), with a mailing address of 1825 North Bluemound Drive, Appleton, WI 54912, to extend the existing contract entered into by and between the parties on December 22, 2014 (“**Contract**”), and subsequent addendum(s) entered into by and between the parties for an additional year. Valley Transit and FVTC may be singularly referred to herein as a party or jointly as the parties.

WITNESSETH, that in exchange for the mutual consideration stated below, the parties agree as follows:

1. This shall memorialize an extension of the Contract for one calendar year beginning January 1, 2018, and ending December 31, 2018, allowable pursuant to Paragraph 20 of the Contract.
2. All other terms of the Contract shall remain in full force and effect for the duration of the extension term.
3. Revision or modification to this Addendum must be agreed to by the parties and signed by the authorized representative of each party.
4. This Addendum may be reopened if State and/or Federal funding regulations restrict the type of service that can be funded in any service component of the Valley Transit budget.

IN WITNESS WHEREOF, the parties have caused the foregoing instrument to be executed in three (3) original counterparts.

Dated this _____ day of _____, 2018.

(Signatures on Next Page)

FOX VALLEY TECHNICAL COLLEGE

Witness: _____
Print Name: _____

By: _____
Print Name: _____
Title: _____

Witness: _____
Print Name: _____

By: _____
Printed Name: _____
Title: _____

CITY OF APPLETON, VALLEY TRANSIT

Witness: _____
Print Name: _____

By: _____
Ronald McDonald, General Manager

Witness: _____
Print Name: _____

By: _____
Timothy M. Hanna, Mayor

Witness: _____
Print Name: _____

By: _____
Kami Lynch, City Clerk

Provision has been made to pay the liability
that will accrue under this contract.

Approved as to Form:

Anthony D. Saucerman, Director of Finance

James P. Walsh, City Attorney

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**CONTRACT BETWEEN
CITY OF APPLETON / VALLEY TRANSIT
AND
FOX VALLEY TECHNICAL COLLEGE**

This Agreement is by and between the City of Appleton/Valley Transit (hereinafter referred to as the "City") and the Fox Valley Technical College (hereinafter referred to as "FVTC").

The FVTC wishes to encourage the use of City bus service by FVTC students. In exchange for the mutual consideration stated below, the parties agree as follows:

1. During the term of this Agreement, the City agrees to honor the FVTC Identification Card as a bus pass to allow Program and Adult Basic Education students enrolled at FVTC to utilize the City bus services.
2. The FVTC agrees to establish appropriate procedures to assure that one and only one FVTC Identification Card is distributed to each student enrolled at FVTC. If validation becomes a management issue, the City and FVTC will mutually agree to an alternative to the FVTC Identification Card.
3. The FVTC Identification Card will be valid for transportation on all City bus routes when shown by the students, at no additional charge as provided in this contract.
4. This agreement applies strictly to Valley Transit's fixed route bus service. FVTC students meeting the ADA paratransit eligibility criteria will have comparable access to Valley Transit II. A fare that is double the rate of the approved regular bus cash fare will be charged to students using Valley Transit II. The Connector services and the other Valley Transit paratransit services are not part of this agreement.
5. The FVTC Identification Card is not transferable and not for resale and shall be forfeited and confiscated if misused or presented for transportation by any person other than the person to whom issued.
6. For City bus services provided for herein, in 2015, the FVTC shall pay to the City \$46,000 in January 2015 or in two payments, \$23,000 in January 2015 and \$23,000 in August, 2015. In subsequent years, the FVTC shall pay to the City \$2.50 per semester for each enrolled student residing within Valley Transit's service area which shall be calculated and invoiced as follows: FVTC will provide the City with enrollment numbers by January 31st of each service year and the City will invoice FVTC in February for that year's spring/summer semester; and, FVTC will provide the City with enrollment numbers by September 30th of each service year and the City will invoice FVTC in October for that year's fall/winter semester.

7. The City shall provide its established and regularly publicized bus service including one AM tripper to FVTC.
8. Additional bus service may be added if both the City and FVTC mutually agree based upon ridership need. The City shall invoice FVTC for additional service/routes at the prevailing tripper rate which will be shared with FVTC yearly in January.
9. The FVTC Identification Card shall be valid for transportation on all days during all scheduled hours on all Valley Transit buses.
10. The City will keep ridership records of FVTC Identification Card usage. The City will provide quarterly ridership reports to the FVTC. FVTC and the City will work cooperatively to obtain and share any other information deemed necessary by either or both parties.
11. In providing and furnishing any of the aforementioned bus services, the City shall act as an independent contractor, and FVTC shall not have, and shall not exercise any control over the City's operation.
12. Individual student privileges may be revoked due to violations of the Valley Transit Code of Conduct. Valley Transit will make FVTC aware of the issues before actually revoking the privilege.
13. It is understood that the administration, management, marketing and promotion of the bus service program are the mutual responsibility of the City and FVTC. The City will work with FVTC to develop a marketing plan and to market the bus service program.
14. The City shall defend and hold harmless FVTC and its agents, servants, and employees against all loss, damages, legal expenses and other expenses which FVTC may sustain or become liable for on account of injury to or death of persons, or on account of damage to, loss or destruction of property resulting from the negligent operation of city buses.
15. The City and the FVTC agree to cooperatively establish administrative policies and procedures that will effectively safeguard the interest of both parties.
16. The City shall not be in default of any provision of the Agreement for failure to perform where such failure is due solely to strikes, walkouts, civil insurrections or disorders, orders of civil authorities, shortages of motor fuel or equipment, acts of God, or for any other cause or caused beyond the control of the City.
17. Should the City or FVTC be unable to fulfill the requirements of this agreement because of expected lack of funds, then either the City or FVTC may provide written notice of such expected lack of funds upon thirty (30) days prior written notice and this agreement shall be terminated.

18. FVTC or the City may cancel the contract for breach of any terms or condition of this contract or failure to perform as specified in this contract. FVTC or the City shall provide ten (10) calendar days written notice of contract breach and unless within ten (10) calendar days such neglect has ceased and arrangements made to correct, the contract may be cancelled by giving sixty (60) days notice in writing by registered or certified mail of its intention to cancel the contract.
19. All accounts shall be settled on a prorated basis in the event of termination of this Agreement prior to its full term.
20. The term of this Agreement at the amounts stated in Item 6 shall be for the 2015 calendar year from January 5 through December 31, 2015 with an option by mutual agreement of FVTC and the City to renew each of the subsequent four (4) years.
21. City warrants that it has the authority to enter into this Agreement and that any approval required of and by the City of Appleton have been obtained are valid for the full term of this Agreement.

The City of Appleton hereby duly executes the Agreement the 22 day of December, 2014.

By: 

Timothy M. Hanna, Mayor

By: 

Dawn A. Collins, City Clerk

By: 

Deborah S. Wetter,
General Manager Valley Transit

Provision has been made to pay the liability that will accrue under this contract.



Anthony D. Saucerman, Finance Director

Approved as to form:



James P. Walsh, City Attorney

The Fox Valley Technical College (FVTC) hereby duly executes this Agreement the
17th day of December, 2014.

Witness: _____

Printed Name: Vicky Vanhout

By: _____

Dr. Susan A. May

President, Fox Valley Technical College

Witness: _____

Printed Name: Vicky Vanhout

By: _____

Patti Jorgensen

Vice President of Student and Community
Development, Fox Valley Technical College

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February 20, 2018

To: Fox Cities Transit Commission

From: Debra Ebben
Administrative Services Manager

Subject: Approve 2018 Federal Section 5310 Sub-recipient Contract.

Background:

In 2013 Valley Transit was appointed the direct recipient of Federal Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities beyond the traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services. At its April 23, 2014 meeting, the Fox Cities Transit Commission approved a Memorandum of Understanding between East Central Wisconsin Regional Planning Commission (ECWRPC) and Valley Transit to administer and receive Section 5310 grant funds.

Under the agreement, Valley Transit retains 45% of the annual apportionment to apply toward projects that adhere to the requirements of the grant, with the remaining 55% of the funding awarded through an application process to other programs that meet the intent of the grant. As prescribed in the Memorandum of Understanding, Valley Transit and ECWRPC jointly managed the grant process to award 2018 funds. After review of the applications received, the evaluation committee awarded \$116,561 in federal funding to Making the Ride Happen. Making the Ride Happen will use the funding to continue their mobility management program in the Fox Cities, including operation of a call center and volunteer driver program. Making the Ride Happen is a non-profit program under Lutheran Social Services.

Valley Transit has oversight responsibility for this project and meets quarterly with sub-recipients to review financial data, performance and progress. The Grant revenue is equal to the expected expense.

Recommendation:

Approve the 2018 Federal Section 5310 Sub-recipient Contract.

**2018 GRANT AGREEMENT BETWEEN
THE CITY OF APPLETON, VALLEY TRANSIT
AND
LUTHERAN SOCIAL SERVICES OF WI AND UPPER MI, INC.**

This 2018 Grant Agreement ("Agreement") is made by and between The City of Appleton, Valley Transit, hereafter referred to as "Valley Transit," and Lutheran Social Services of WI and Upper MI, Inc., hereafter referred to as "Recipient." Valley Transit and the Recipient shall be referred to herein as the "Parties."

PRELIMINARY STATEMENT

Valley Transit is authorized to administer the federal Enhanced Mobility of Seniors and Individuals with Disabilities Program ("Program") under 49 USC §5310 (CFDA 20.513). The Recipient has requested funds to assist in financing project costs for their Making the Ride Happen project and Volunteer Driver project ("the Project") for the period January 1, 2018, through December 31, 2018. Valley Transit agrees to provide financial assistance for the Project with Program monies made available in accordance with the terms and conditions of this Agreement and the provisions of the Recipient's 2018 grant application for assistance, which are made part of this Agreement by reference and attached hereto as Attachment A ("2018 Grant Application").

In consideration of the reciprocal promises expressed in this Agreement, the Parties mutually agree as follows:

Article I: Payment by Valley Transit

- A. Valley Transit agrees to pay the Recipient quarterly the respective federal share of the Recipient's eligible expenses reported up to the funding level specified in Attachment B for expenses incurred during the period of January 1, 2018, through December 31, 2018, as funding for the Project.
- B. Valley Transit shall make payments to the Recipient upon receipt of the proper documentation of eligible expenses required to fund the Project.
- C. Funding for this Agreement is made available solely through federal funding through the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (CFDA 20.513).

Article II: Responsibility of Recipient

- A. The Recipient shall maintain a system of accounting controls to identify, segregate, allocate, and safeguard allowable expenses and revenues for the Project. The Recipient shall also ensure that all sub-recipients and/or third-party transportation service providers comply with this requirement.
- B. Should any portion of the Project be contracted to a sub-recipient and/or a third-party transportation service provider, the Recipient agrees to pay all expenses of the transportation service as its bills become due. The Recipient also agrees to provide the local share of the Projects

operating deficit as required. If the Recipient contracts for transportation service with a third-party, the Recipient shall pay the third-party in accordance with actual monthly operating deficit. The Recipient may reduce payments to the sub-recipient and/or third-party by an amount equal to any overpayments made to the sub-recipient and/or third-party under this Agreement or under any prior operating assistance contract entered into with any party, including Valley Transit.

- C. This Agreement shall be in effect from January 1, 2018, through December 31, 2018, and payments shall be based exclusively on expenses incurred by the Project during that time period.
- D. The Recipient shall file quarterly reimbursement and performance measures reports ("Reports") within 30 days of the close of the reporting period. Other special reports ("Special Reports") may also be required by Valley Transit, which Valley Transit may request on a case-by-case basis from the Recipient as needed. The Recipient assures that all Reports and Special Reports will be submitted in a manner and form prescribed by Valley Transit.

Article III: Disbursements of Funds

- A. Payment by Valley Transit to the Recipient shall be made upon the submittal of the Reports and Special Reports, if applicable, by the Recipient to Valley Transit. Said payments will be made within 30 calendar days of receipt of the Reports by Valley Transit and shall be issued by check.
- B. Valley Transit may withhold and/or refuse to pay any and all payments due and owing the Recipient should the Recipient fail to file a Report or Special Report as required pursuant to Article II above, until such time as the report is filed in the manner and form prescribed.

Article IV: Accounting Records and Department Audits

- A. The Recipient shall have a single, organization-wide financial and compliance audit performed by a qualified independent auditor if required to do so under federal law and regulations. This audit shall be performed in accordance with federal Office of Management and Budget (OMB) Circular A-133, its Compliance Supplement, and state single audit guidelines issued by the Wisconsin Department of Administration (DOA). Any findings from this audit that are relevant to the use of FTA funds shall be brought immediately to the attention of Valley Transit by the Recipient.
- B. The Recipient, any sub-recipients and/or third-party and their affiliates shall maintain all documents and evidence pertaining to revenues, expenses and cost allocations related to the Recipient for inspection by Valley Transit or its designee during normal business hours in their respective offices, for a period of three years following final agreement payment, and shall make said documents available to Valley Transit upon 24 hours' notice by Valley Transit to the Recipient. The Recipient shall be responsible for insuring the compliance of all sub-recipients and/or third-parties and affiliates with this provision.

- C. The Recipient shall permit Valley Transit, the Comptroller General of the United States, and the Secretary of the U.S. Department of Transportation, or their authorized representatives, access to inspect all vehicles, facilities, and equipment acquired or used as part of the Project; all transportation services rendered by the Recipient by the use of such vehicles, facilities, and equipment; and all relevant project data, documents, and records. The Recipient shall also permit access to audit the books, records, and accounts of the Recipient pertaining to the project upon 24 hours' notice by Valley Transit to the Recipient.

Article V: Notification of Federal Participation

The Recipient must include the following notification language of federal participation in all of its requests for proposals, solicitations, contracts, press releases, brochures, web sites, or other publications, etc., funded under this grant, based on the source of funding:

"This project is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. §5310 Enhanced Mobility of Seniors and Individuals with Disabilities (CFDA 20.513)."

Article VI: Arbitration

Any claim, counterclaim or dispute arising out of or relating to this Agreement may, by mutual consent, be submitted to arbitration, if the parties mutually agree, or in a court of competent jurisdiction within the State of Wisconsin.

Article VII: Applicable Law

This Agreement shall be governed under the laws of the State of Wisconsin. The Recipient shall at all times comply with and observe all federal and state laws, local laws, ordinances and regulations which are in effect during the period of this Agreement and which in any manner affect the work or its conduct.

Article VIII: Safety Requirements

All materials, equipment, and supplies acquired through this Agreement by the Recipient must comply fully with all safety requirements as set forth in law or rule by the State of Wisconsin, and all applicable OSHA Standards.

Article IX: Project Management

- A. The Recipient agrees that the Project will be that as described in the 2018 Grant Application and will be managed and operated in accordance with the provisions of the 2018 Grant Application, which is made part of this Agreement by reference.
- B. Should the Recipient wish to modify the Project from that described in its 2018 Grant Application, the Recipient must submit in writing to Valley Transit in a manner prescribed by Valley Transit the request for modification. The Recipient shall not act on the proposed modification unless and until approval is granted by Valley Transit and the Recipient shall continue to work on the Project

per the description in its 2018 Grant Application unless and until they receive approval from Valley Transit to modify the Project

- C. Should Valley Transit determine a proposed modification to the 2018 Grant Application is a “substantive change” to the initial grant application, Valley Transit may, in its discretion, prepare an Amendment to this agreement and forward it to the Recipient for execution. The Recipient shall not implement a proposed “substantive change” to the Project until an appropriate amendment to this Agreement has been executed by both Parties.
- D. Should Valley Transit determine that a proposed modification to the 2018 Grant Application is a “non-substantive change,” Valley Transit may, in its discretion, authorize in writing the Recipient to implement the change, and a formal amendment to this Agreement shall not be required.

Article X: City Approval of Procurements and Contracts

- A. The Recipient will be provided a copy of the Valley Transit Procurement Manual. All rules within the manual must be followed when making any purchases.
- B. Before purchasing services or capital items from a third-party with funds from this grant, the Recipient must contact Valley Transit in order to determine the best way to proceed with a state and federally compliant procurement. An overview of these procedures is available on the Wisconsin Department of Transportation web site at:
<http://www.dot.wisconsin.gov/localgov/transit/procurement.htm>
- C. The Recipient must obtain Valley Transit approval for pre-solicitation and post-solicitation procurement activities as follows:
 - i. Recipient Notification to Valley Transit of Intent to Purchase. The Recipient must notify Valley Transit in writing of its intention to purchase the service or item. Such notification should include the funding source (i.e., grant number) by which the Recipient intends to fund the purchase as well as assurances that the proposed procurement will follow all relevant federal and state purchasing rules and procedures.
 - ii. Valley Transit Notification to Recipient to Make Award. As requested by Valley Transit, the Recipient will provide to Valley Transit written documentation of the solicitation process. Upon review, Valley Transit will issue written approval to the Recipient to make the award.
- D. The Recipient shall send to Valley Transit all draft contracts between the Recipient and any third-party vendor receiving funds under this Agreement. Valley Transit shall review such draft contracts and determine their conformance with the provisions of this Agreement. Only upon authorization by Valley Transit shall the Recipient execute such contracts.

Article XI: Prohibited Interests

- A. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or to any benefit arising there from.
- B. No member, officer, or employee of Valley Transit or of the Recipient during his or her tenure or for one year thereafter shall have any personally benefiting interest, direct or indirect, in this Agreement or the proceeds thereof.

Article XII: Termination

- A. Valley Transit may terminate this Agreement at any time that it determines that the Recipient or its sub-recipient and/or third-party has failed to perform in the manner called for in the Agreement or has failed to fulfill the obligations herein. Failure of the Recipient, or its sub-recipient and/or third-party, to comply with the terms and conditions of its grant application and/or the provisions of this Agreement shall be considered cause for termination.
- B. The Recipient may terminate this Agreement for whatever reason such request to terminate is made.
- C. The Parties agree that notice of intent to terminate the Agreement shall be made in writing though "return-receipt certified mail" at least 30 calendar days prior to the proposed termination date.
- D. In the event this Agreement is terminated, Valley Transit shall be liable only for payment under the payment provisions of this Agreement for services rendered before the effective date of termination.

Article XIII: Attachments and Appendices

All attachments and appendices to this agreement are incorporated herein by annexation.

Witness the execution of this Agreement by the parties hereto in the manner most appropriate to each.

**2018 GRANT AGREEMENT BETWEEN
THE CITY OF APPLETON, VALLEY TRANSIT
AND
LUTHERAN SOCIAL SERVICES**

In witness whereof, the parties have executed this agreement on the _____ day of _____, 2018.

CITY OF APPLETON:

By: _____
Timothy M. Hanna, Mayor

APPROVED AS TO FORM:

James P. Walsh, City Attorney

By: _____
Kami Lynch, City Clerk

Provision has been made to pay the liability which will accrue under the contract.

Anthony Saucerman, Director of Finance

By: _____
Ronald C. McDonald, Valley Transit General Manager

LUTHERAN SOCIAL SERVICES:

By: _____

Attachment B
2018 Section 5310 Grant Agreement
LUTHERAN SOCIAL SERVICES

Operating Project

Net Project Cost:	\$126,923
Local Match:	\$74,178
Federal Program Amount:	\$52,745

Capital Project

Net Project Cost:	\$79,791
Local Match:	\$15,975
Federal Program Amount:	\$63,816

Attachment C
2018 Section 5310 Grant Agreement
LUTHERAN SOCIAL SERVICES

FEDERAL TRANSIT ADMINISTRATION

Federally Required Contract Clauses

Federal regulations state that recipients (and their sub-recipients) of specific FTA funds are required to comply with the established FTA Required Contract Clauses. **Valley Transit will not contract with any agency that does not comply with FTA regulations.**

_____certifies that it complies with the
(Name of company)

following FTA regulations on the _____ day of _____, 2018.

RECIPIENT CERTIFICATION OF COMPLIANCE WITH FTA CONTRACT CLAUSES

Energy Conservation requirements 42 U.S.C. 6321 et seq. 49 CFR Part 18	_____ Signature
Clean Water requirements 33 U.S.C. 1251	_____ Signature
Access to records and reports 49 U.S.C. 5325 18 CFR 18.36 (i) 49 CFR 633.17	_____ Signature
Federal Changes 46 U.S.C. 1241 46 CFR Part 381	_____ Signature
Clean Air 42 U.S.C. 7401 et seq 40 CFR 15.61 49 CFR Part 18	_____ Signature
Contract Work Hours and Safety Standards Act	_____ Signature
No Government Obligation to third parties	_____ Signature
Program fraud and false or fraudulent statements 31 U.S.C. 3801 et seq. 49 CFR Part 31 18 U.S.C. 1001	_____ Signature
Termination 42 U.S.C. Part 18 FTA Circular 4220.1E	_____ Signature

**RECIPIENT CERTIFICATION OF COMPLIANCE WITH FTA CONTRACT CLAUSES
(continued)**

Government-wide debarment and suspension

Signature

Civil rights requirements

29 U.S.C 623, 42 U.S.C 2000, 6102, 12112, 12132

Signature

Breaches and dispute resolution

49 CFR Part 18 FTA Circular 4220.1E

Signature

Disadvantaged business enterprise (DBE)

49 CFR Part 26

Signature

Incorporation of Federal Transit Administration (FTA) Terms

FTA Circular 4220.1E

Signature

ENERGY CONSERVATION REQUIREMENTS

42 U.S.C. 6321 et seq.

49 CFR Part 18

Energy Conservation - The Recipient agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

CLEAN WATER REQUIREMENTS

33 U.S.C. 1251

Clean Water - (1) The Recipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Recipient agrees to report each violation to Valley Transit and understands and agrees that Valley Transit will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Recipient also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

ACCESS TO RECORDS AND REPORTS

49 U.S.C. 5325

18 CFR 18.36 (i)

49 CFR 633.17

Access to Records - The following access to records requirements apply to this Contract:

1. Where Valley Transit is not a State but a local government and is the FTA Designated Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 18.36(i), the Recipient agrees to provide Valley Transit, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Recipient which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Recipient also agrees, pursuant to 49 C.F.R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Recipient access to Recipient's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

2. The Recipient agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

3. The Recipient agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Recipient agrees to maintain same until Valley Transit, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals,

claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

Requirements for Access to Records and Reports by Types of Contract

Contract Characteristics	Operational Service Contract	Turnkey	Construction	Architectural Engineering	Acquisition of Rolling Stock	Professional Services
<u>I State Grantees</u> a. Contracts below SAT (\$100,000) b. Contracts above \$100,000/Capital Projects	None None unless ¹ non-competitive award	Those imposed on state pass thru to Recipient	None Yes, if non-competitive award or if funded thru ² 5307/5309/5311	None None unless non-competitive award	None None unless non-competitive award	None None unless non-competitive award
<u>II Non State Grantees</u> a. Contracts below SAT (\$100,000) b. Contracts above \$100,000/Capital Projects	Yes ³ Yes ³	Those imposed on non-state Grantee pass thru to Recipient	Yes Yes	Yes Yes	Yes Yes	Yes Yes

Sources of Authority:

¹ 49 USC 5325 (a)

² 49 CFR 633.17

³ 18 CFR 18.36 (i)

FEDERAL CHANGES

49 CFR Part 18

Federal Changes - Recipient shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Valley Transit and FTA, as they may be amended or promulgated from time to time during the term of this contract. Recipient's failure to so comply shall constitute a material breach of this contract.

CLEAN AIR

42 U.S.C. 7401 et seq

40 CFR 15.61

49 CFR Part 18

Clean Air - (1) The Recipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Recipient agrees to report each violation to Valley Transit and understands and agrees that Valley Transit will, in turn, report each violation

as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Recipient also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Background and Application

The Contract Work Hours and Safety Standards Act is codified at 40 USC 3701, *et seq.* The Act applies to grantee contracts and subcontracts “financed at least in part by loans or grants from ... the [Federal] Government.” 40 USC 3701(b)(1)(B)(iii) and (b)(2), 29 CFR 5.2(h), 49 CFR 18.36(i)(6). Although the original Act required its application in any construction contract over \$2,000 or non-construction contract to which the Act applied over \$2,500 (and language to that effect is still found in 49 CFR 18.36(i)(6)), the Act no longer applies to any “contract in an amount that is not greater than \$100,000.” 40 USC 3701(b)(3)(A)(iii).

The Act applies to construction contracts and, in very limited circumstances, non-construction projects that employ “laborers or mechanics on a public work.” These non-construction applications do not generally apply to transit procurements because transit procurements (to include rail cars and buses) are deemed “commercial items.” 40 USC 3707, 41 USC 403 (12). A grantee that contemplates entering into a contract to procure a developmental or unique item should consult counsel to determine if the Act applies to that procurement and that additional language required by 29 CFR 5.5(c) must be added to the basic clause below.

- **Contract Work Hours and Safety Standards**

(1) **Overtime requirements** - No Recipient or sub-recipient contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) **Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (1) of this section the Recipient and any sub-recipient responsible therefor shall be liable for the unpaid wages. In addition, such Recipient and sub-recipient shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) **Withholding for unpaid wages and liquidated damages** – Valley Transit shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Recipient or sub-recipient under any such contract or any other Federal contract with the same prime Recipient, or any other

federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Recipient, such sums as may be determined to be necessary to satisfy any liabilities of such Recipient or sub-recipient for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) **Subcontracts** - The Recipient or sub-recipient shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the sub-recipients to include these clauses in any lower tier subcontracts. The prime Recipient shall be responsible for compliance by any sub-recipient or lower tier sub-recipient with the clauses set forth in paragraphs (1) through (4) of this section.

NO GOVERNMENT OBLIGATION TO THIRD PARTIES

No Obligation by the Federal Government.

(1) Valley Transit and Recipient acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to Valley Transit, Recipient, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The Recipient agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the sub-recipient who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS **31 U.S.C. 3801 et seq.** **49 CFR Part 31 18 U.S.C. 1001** **49 U.S.C. 5307**

Program Fraud and False or Fraudulent Statements or Related Acts.

(1) The Recipient acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Recipient certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Recipient further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Recipient to the extent the Federal Government deems appropriate.

(2) The Recipient also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Recipient, to the extent the Federal Government deems appropriate.

(3) The Recipient agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the sub-recipient who will be subject to the provisions.

TERMINATION
49 U.S.C. Part 18
FTA Circular 4220.1E

a. Termination for Convenience (General Provision) Valley Transit may terminate this contract, in whole or in part, at any time by written notice to the Recipient when it is in the Government's best interest. The Recipient shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Recipient shall promptly submit its termination claim to Valley Transit to be paid the Recipient. If the Recipient has any property in its possession belonging to Valley Transit, the Recipient will account for the same, and dispose of it in the manner Valley Transit directs.

b. Termination for Default [Breach or Cause] (General Provision) If the Recipient does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Recipient fails to perform in the manner called for in the contract, or if the Recipient fails to comply with any other provisions of the contract, Valley Transit may terminate this contract for default. Termination shall be effected by serving a notice of termination on the Recipient setting forth the manner in which the Recipient is in default. The Recipient will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by Valley Transit that the Recipient had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Recipient, Valley Transit, after setting up a new delivery of performance schedule, may allow the Recipient to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) Valley Transit in its sole discretion may, in the case of a termination for breach or default, allow the Recipient [an appropriately short period of time] in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Recipient fails to remedy to Valley Transit's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within [ten (10) days] after receipt by Recipient of written notice from Valley Transit setting forth the nature of said breach or default, Valley Transit shall have the right to terminate the Contract without any further obligation to Recipient. Any such termination for default shall not in any way operate to preclude Valley Transit from also pursuing all available remedies against Recipient and its sureties for said breach or default.

d. Waiver of Remedies for any Breach In the event that Valley Transit elects to waive its remedies for any breach by Recipient of any covenant, term or condition of this Contract, such waiver by Valley Transit shall not limit Valley Transit's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

Suspension and Debarment

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Recipient is required to verify that none of the Recipient, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Recipient is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by Valley Transit. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to Valley Transit, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

The _____ hereby certifies that it [] is, [] is not included in the U.S. Comptroller General's Consolidated List of Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standards Provisions.

The _____ hereby certifies that it [] is, [] is not included on any current list for debarred or ineligible Recipients for Federal contracts. The Provider further certifies that it will not award any subcontract to any firm on any current list for debarred or ineligible Recipients for Federal contracts.

_____ Signature of Recipient's Authorized Official

_____ Name and Title of Recipient's Authorized Official

_____ Date

CIVIL RIGHTS REQUIREMENTS
29 U.S.C. § 623, 42 U.S.C. § 2000

42 U.S.C. § 6102, 42 U.S.C. § 12112
42 U.S.C. § 12132, 49 U.S.C. § 5332
29 CFR Part 1630, 41 CFR Parts 60 et seq.

Civil Rights - The following requirements apply to the underlying contract:

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Recipient agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Recipient agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Recipient agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Recipient agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Recipient agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Recipient agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Recipient agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Recipient agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Recipient agrees to comply with any implementing requirements FTA may issue.

(3) The Recipient also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

BREACHES AND DISPUTE RESOLUTION

49 CFR Part 18

FTA Circular 4220.1E

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by the authorized representative of Valley Transit. This decision shall be final and conclusive unless within ten (10)] days from the date of receipt of its copy, the Recipient mails or otherwise furnishes a written appeal to Valley Transit. In connection with any such appeal, the Recipient shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of Valley Transit shall be binding upon the Recipient and the Recipient shall abide be the decision.

Performance During Dispute - Unless otherwise directed by Valley Transit, Recipient shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between Valley Transit and the Recipient arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which Valley Transit is located.

Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by Valley Transit, (Architect) or Recipient shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

49 CFR Part 26

Disadvantaged Business Enterprises

a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is 1.9 %. A separate contract goal has not been established for this contract.

b. The Recipient shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Recipient shall carry out applicable requirements of 49 CFR Part 26 in the award and

administration of this DOT-assisted contract. Failure by the Recipient to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Valley Transit deems appropriate. Each subcontract the Recipient signs with a sub-recipient must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The recipient will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

c. The Recipient is required to pay its sub-recipients performing work related to this contract for satisfactory performance of that work no later than 30 days after the Recipient's receipt of payment for that work from Valley Transit. In addition, is required to return any retainage payments to those sub-recipients within 30 days after the sub-recipient's work related to this contract is satisfactorily completed.

e. The Recipient must promptly notify Valley Transit, whenever a DBE sub-recipient performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE sub-recipient to perform at least the same amount of work. The Recipient may not terminate any DBE sub-recipient and perform that work through its own forces or those of an affiliate without prior written consent of Valley Transit.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS
FTA Circular 4220.1E

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Recipient shall not perform any act, fail to perform any act, or refuse to comply with any (name of grantee) requests which would cause (name of grantee) to be in violation of the FTA terms and conditions.



August 18, 2017

Wisconsin Department of Transportation
Bureau of Transit, Local Roads, Rails and Harbors
PO Box 7913
Madison, WI 53707-7913

To Whom it May Concern:

Lutheran Social Services of Wisconsin and Upper Michigan-Making The Ride Happen hereby makes application for financial assistance in providing transportation services to seniors and individuals with disabilities. This financial assistance is being sought under the federal program authorized by U.S.C. Section 5310 and/or s. 85.22, Wis. Stats.

All documents and components that are required to be submitted as part of the application process have been completed and uploaded to the online grant management system.

We understand that our application, should it meet all state and federal requirements, will be in competition for funds and funding determined by its ranking relative to other applications. The ranking of applications will be made using criteria outlined in the application guidelines and also posted on the WisDOT website.

We affirm that the information submitted in this application is true and correct. If selected for an award, we affirm that we will comply with all applicable federal regulations.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald A. Hauser", written in a cursive style.

Ronald A. Hauser
Chief Program Officer
Lutheran Social Services of Wisconsin and Upper Michigan, Inc.

Attachments

WRITTEN RESPONSES Mobility Management

Question 1: Demonstration of Need and Project Benefits

Lutheran Social Services of Wisconsin and Upper Michigan, Inc. (LSS), is requesting a Mobility Management grant of \$63,816 to support improved access to transportation resources for adults with disabilities and older adults in Outagamie, Winnebago and Calumet Counties through the agency's Making the Ride Happen (MRH) program. Lutheran Social Services is a private non-profit social service agency that offers a variety of services throughout Wisconsin and Upper Michigan.

The proposed Mobility Management activities will build coordination among transportation stakeholders, human service providers and private/public transportation providers in the tri-county area. Through provision of the integrating activities, the availability of transportation options for adults with disabilities and older adults will increase; this increase in transportation options will allow adults with disabilities to live independently and to stay connected to their communities. A special focus will be placed on increasing capacity in rural areas in order to better connect rural riders to programs and services.

In 2018 the LSS Mobility Management project will focus on continuing to increase participation in and coordination of transit for seniors and individuals with disabilities in the following ways:

- In anticipation of acquiring a new van to expand services to some of our more rural areas, LSS is planning to pilot a van service in Winnebago County with a borrowed agency vehicle in an effort to better identify service gaps and to formulate a comprehensive plan for addressing the growing needs of our rural riders. We are looking specifically at the need for riders to have the ability to cross county boundaries in order to access all of the services available in a wider geographic area. The Mobility Manager will be gathering data and working with program staff members to create routes and schedules that best address the identified gaps in services. These routes will be implemented if MRH is able to purchase the van that has been requested.
- Continue to increase use and awareness of public transit by adults with disabilities and those who are aging through the use of **Individual Travel Training** (discussed in detail under Question 2). In particular, the proposed project will facilitate and/or enhance travel training in the areas served by Go Transit (Oshkosh) and Valley Transit (Fox Cities). The **Project Team** comprised of the Mobility Manager and two Transportation Coordinators will also promote a volunteer-based travel training program (Bus Buddy) as an additional component of this process.
- Continued analysis of individual trips for the purpose of consolidation which will result in increased coordination and efficiency. The Mobility Manager will be able to assess the individual needs of riders whose transit requirements are more complex as well as analyzing the larger system for ways in which to increase coordination and efficiencies.
- Continued development of new collaborations among providers for the purpose of creating additional capacity or increased efficiency. In 2018, LSS' Making the Ride Happen anticipates continuing to enhance its collaborative efforts with the Outagamie County NABHRS Van program through sharing of resources as a way to increase capacity. In recent years, MRH established a new collaborative relationship with the Omro Area Community Center (OACC). We have continued to collaborate with the Omro Community Center and they are very interested in assisting us in ensuring full utilization of the new van, if we receive funds for its purchase. The OACC executive director has indicated her willingness to provide assistance with marketing the van in her community and surrounding rural communities (e.g. Picket, Winneconne, etc.); she will also support the recruitment of volunteer drivers from that area and will work to connect us with the local paper to get publicity on this new service.

- The Mobility Manager will continue to participate in local transportation coordination meetings and will continue building relationships with stakeholders; these activities will serve to facilitate additional opportunities for coordination and increased awareness of the service and need in the region. The Mobility Manager will continue to work with stakeholders throughout the region to increase buy-in related to the need for collaboration and increased coordination.
- The Mobility Manager will continue to disseminate information and provide Community Education related to transportation options that serve adults with disabilities. Community Education activities are designed to increase awareness about resources in the community and to affirm the benefits of community access and involvement for all individuals. Presentations, written articles and one-to-one contacts will be utilized.
- We will continue to develop the volunteer driver program with an emphasis on rural communities in Winnebago and Outagamie Counties. The focus for 2018 will be on continuing to increase the pool of volunteers so that additional hours of service can be added.

Statistics compiled by the CDC show that in Wisconsin the prevalence of disability in Wisconsin is 11.5 percent for persons ages 18 to 44; 22.1 percent for persons ages 45 to 64; and 33.4 percent for persons ages 65+ with the most prevalent disability types being ambulatory disability (6.2%) and independent living disability (4.9%). The estimated adult population with a disability in Wisconsin: 753,000 or 18.4% divided by, men with a disability: 346,000 or 17.9% and women with a disability: 407,000 or 18.9%. In 2013, an estimated 27.2 percent of non-institutionalized persons aged 21 to 64 years with a disability in Wisconsin were living below the poverty line (U.S. Disability Statistics Cornell University). Based on 2010 U.S. Census data, the three-county region LSS proposes to serve has a population of 392,660; of this total population, those residents over the age of 65 represent 12.8% of the population in Outagamie, 12.9% in Calumet and 14.3% in Winnebago (U.S. Census). Based on information included in a 2011 report titled *Addressing Elderly Mobility Issues in Wisconsin*, it is anticipated that between 2010 and 2035 the number of elderly Wisconsinites will grow by 90% placing a strain on current transportation systems. The proposed Mobility Management services will help to ensure that these vulnerable members of the community are able to live independently, to meet their basic needs (access to food, clothing, medical care) and to be active participants in their communities.

Population growth continues in the proposed service region and as a result, services and industry are being spread across a wider geographic area. Although this growth has a positive impact on the region as a whole, this sprawl can create significant transportation barriers when services are newly located in areas not served by public transit. As the region continues to grow, adults with disabilities and older adults will be faced with additional challenges related to adequately meeting their transportation needs. Monitoring these growing needs and creating transportation alternatives to address them is an important aspect of the Mobility Manager's responsibilities.

Adults with disabilities and those who are aging and who live in the more rural parts of the proposed tri-county service area are very vulnerable as well. Rural Transportation does exist but can be cost prohibitive for some clients. The result is that many low income adults with disabilities and older adults simply cannot afford frequent rides into the more urban areas where medical care, shopping and other necessary resources are located.

The proposed services provided by the Mobility Manager will raise awareness of the available transportation services and will also facilitate coordination of transportation services for adults with disabilities and older adults. The Mobility Manager will strive to ensure that persons with disabilities and seniors will have access to appropriate transportation services in order to live independent lives and to be fully integrated into their communities.

Question 2: Promotes Development of a Coordinated Network

Due to its grass roots development and reliance on community-wide involvement, LSS' Making the Ride Happen program places coordination at the core of its mission. Since program commencement in 2004, one essential task of the project team has been to identify those individuals who fall between the cracks as related to existing transportation options in the tri-county area (including Valley Transit, Go Transit and their respective paratransit programs) and to endeavor to find them a safe ride at a reasonable cost. Identification of those un- or underserved individuals in the community and coordination with other local providers of transportation services helps the Making the Ride Happen program to ensure that services are being provided to individuals in a way that complements rather than duplicates any existing services.

One of the major ways in which Making the Ride Happen contributes to the capacity of the region to develop and implement coordinated services is through the provision of Travel Training. Travel Training can provide one-on-one support to individual clients to an effort to educate and support them in learning to access and use public transit options. This is accomplished due in part to the Travel Trainers' thorough understanding of a person's ability to travel safely and independently as well as any barriers that need to be addressed. Instruction typically involves essential travel skills, making judgments about safety and danger, managing basic life skills, knowing how to handle travel disruptions, and using appropriate social and communication skills.

Valley Transit and Go Transit support LSS' effort to create opportunities for more adults with disabilities to use fixed route public transit service through the Travel Training program. All three agencies work collaboratively to reach out to individuals in the local communities who could benefit from Travel Training instruction including local schools, and World Relief, an organization that helps settle new refugees in the community.

In 2017, MRH continued to reach out to several local housing facilities that serve low income disabled and senior adults and that utilize the services of LSS Service Coordinators to create a group travel training event. The group event provides an opportunity for those residents that would like to better familiarize themselves with use of the public transportation system to travel to a local business with a group of their neighbors thus alleviating the anxiety that often accompanies taking that first trip alone. The group travel training event also allows the residents to make supportive connections for both future travel and other socialization.

LSS ensures a coordinated effort with other local providers through participation in the MRH Advisory Board. Both partner transit systems are members of the Advisory Board as are other transportation stakeholders and/or human service organizations who serve the same populations. Participation on the Advisory Board ensures that all appropriate stakeholders are at the table and that decisions are made in keeping with the best interests of the individuals served and with a focus on eliminating any duplication of services and sharing resources whenever possible. In 2018, as MRH continues to build infrastructure for the future, there will be an increased emphasis on recruitment of advisory board members. As capacity in the rural communities is increased, MRH will ensure that the advisory board includes local representation from all areas that are served or under development.

New to the MRH range of services in 2017 is collaboration with several local partners on a plan to improve access to transportation for people in Winnebago County. Winnebago County was among 10 communities from across the country selected to receive the Accessible Transportation Community Initiative grant offered by Easterseals Project Action Consulting (ESPAC); LSS MRH is one of the key partners in this new project.

In support of tri-county wide coordination, the Mobility Manager participates in county coordination meetings, the Northeastern Wisconsin Regional Transportation Access Committee, the Oshkosh Collaboration Workgroup, HUB Oshkosh, and is presently Chairperson of the Fox Valley Advocacy Coalition. The Mobility Manager, in collaboration with the East Central Regional Planning commission, continues to participate with a Winnebago County coalition focused on addressing the mobility needs of Oshkosh residents.

MRH has developed a strong cadre of partners and stakeholders including the following:

Project Partners and Stakeholders - LSS' Making the Ride Happen Mobility Manager Project		
Organization	Contact	Project Role
Volunteer Center/RSVP	Carol Bloemer	Recruitment, Volunteer Driver/MRH Advisory Board Member
Calumet County ADRC	Joann Dewhurst	Service Provider, Human Service Programs & alternate representative of MRH Advisory Board
Outagamie County ADRC	Bonne Planner	Service Provider, Rural Outagamie County & Human Services Programs
Winnebago County	Mark Weisensel	Director of Aging and Transportation Services; member of MRH Advisory Board
Outagamie County Housing Authority	Kari Kuper	Program Manager-Outagamie County NABHRS Van program
Oshkosh Transit	Dave Vickman	Service Provider, Urban Transit & Paratransit
	Dr Terry Cheng	Retired Neurologist Mercy Medical, MRH client and MRH Advisory Board
Easter Seals	Jill Gretzinger	Advocate for the Disabled & member of MRH Advisory Board
	Doris Peters	Volunteer Driver & member of the MRH Advisory Board
Northern Winnebago Dial-A-Ride	Carol Kasimor	Service Provider, older adults & member MRH Advisory Board
Fox Cities World Relief	Coua Thoa	Service Provider, Refugees
Oshkosh United Way	Sue Panek	Community Organizer, Transportation Plunge Coordinator
Omro Community Center	Eli Ashley	Executive Director

Question 3: Financial and Technical Capacity

LSS has been serving individuals in need for 135 years. Last year, LSS offered 193 programs in communities throughout Wisconsin and Upper Michigan; these programs touch over 50,000 lives annually.

Through LSS' provision of programs and services for persons with disabilities and older adults, the agency has amassed decades of experience providing transportation and related services to these populations. During FY 2016, older adults (those aged 65 and older) represented 13 percent of the individuals served by LSS. LSS provides residential and community-based services to individuals with disabilities and older adults across Wisconsin and transportation is an integral component in many of these services. The agency has recently moved from a residential model of service for individuals with disabilities to a model that embraces independent living and community-based supports; with this shift transportation will become an even more central focus for LSS in the coming years.

LSS is a multi-service agency with staff and programs in a two-state area and as such has built the appropriate infrastructure and capacity to successfully manage multiple projects and multiple funding sources. The LSS Financial Services Department will work with local program staff to ensure that all contractual and fiduciary obligations are being met.

Required matching funds will be provided by Outagamie County, Oshkosh Area United Way, and the United Way Fox Cities; appropriate support documentation will be found in the attachments.

LSS successfully manages multiple Federal, State and local contracts each year. The agency has in place strict policies and procedures governing all aspects of grants management and has been administering grant funded programs for over 100 years.

Because the MRH program is designed to complement other transportation services available in the local community or to provide service where none currently exist, LSS feels confident that the proposed program objectives and outcomes demonstrate an effective use of funds. The proposed program has been developed in collaboration with local partners in an effort to provide the most comprehensive array of transportation services possible while also using limited resources for the greatest benefit of the individuals being served.

WRITTEN RESPONSES: Operating Project

Question 1: Demonstration of Need and Project Benefits.

Lutheran Social Services of Wisconsin and Upper Michigan, Inc. (LSS), is requesting an Operating grant of \$52,745 to continue to expand the volunteer driver program, increasing capacity to serve adults with disabilities and older adults in rural areas of Outagamie, Winnebago and Calumet Counties through the agency's Making the Ride Happen (MRH) program. Lutheran Social Services is a private non-profit social service agency that offers a variety of services throughout Wisconsin and Upper Michigan.

Statistics compiled by the CDC show that in Wisconsin the prevalence of disability in Wisconsin is 11.5 percent for persons ages 18 to 44; 22.1 percent for persons ages 45 to 64; and 33.4 percent for persons ages 65+ with the most prevalent disability types being ambulatory disability (6.2%) and independent living disability (4.9%). The estimated adult population with a disability in Wisconsin: 753,000 or 18.4% divided by, men with a disability: 346,000 or 17.9% and women with a disability: 407,000 or 18.9%. In 2013, an estimated 27.2 percent of non-institutionalized persons aged 21 to 64 years with a disability in Wisconsin were living below the poverty line (U.S. Disability Statistics Cornell University). Based on 2010 U.S. Census data, the three-county region LSS proposes to serve has a population of 392,660; of this total population, those residents over the age of 65 represent 12.8% of the population in Outagamie, 12.9% in Calumet and 14.3% in Winnebago (U.S. Census). Based on information included in a 2011 report titled Addressing Elderly Mobility Issues in Wisconsin, it is anticipated that between 2010 and 2035 the number of elderly Wisconsinites will grow by 90% placing a strain on current transportation systems. The proposed Mobility Management services will help to ensure that these vulnerable members of the community are able to live independently, to meet their basic needs (access to food, clothing, medical care) and to be active participants in their communities.

Operating assistance through a 2018 Section 5310 grant will allow LSS' Making the Ride Happen to assist seniors and persons with disabilities in overcoming transportation barriers in the following ways:

- In anticipation of acquiring a new van to expand services to some of our more rural areas, LSS is planning to pilot a van service in Winnebago County with a borrowed agency vehicle in an effort to better identify service gaps and to formulate a comprehensive plan for addressing the growing needs of our rural riders. We are looking specifically at the need for riders to have the ability to cross county boundaries in order to access all of the services available in a wider geographic area. The Transportation Coordinator will be gathering data and working with other program staff members to identify the need for volunteer drivers for this new service and to understand highest need routes and frequency of times during which services are requested in an effort to match drivers with identified program need. If MRH is able to purchase the van that has been requested the Transportation Coordinator will commence recruitment of additional volunteer drivers in rural areas of Winnebago County.
- Maintain the number of rides provided while expanding the number of available drivers in rural areas and enhancing coordination of rides and destinations. The goal is to maintain rides at the current level while increasing capacity in more rural parts of the service area. In support of this goal, the project team will continue to develop the Oshkosh volunteer base including rural communities in Winnebago County such as Winneconne and Omro.
- Recruit new volunteer drivers and increase awareness of the ride program by marketing the program through community presentations, networking, and various print and media outlets. As

part of this effort, the project team will identify new strategies to recruit drivers from rural communities. MRH proposes to recruit 6 new volunteer drivers during the project period. Because volunteer drivers often come from a pool of retirees or individuals with part time employment, turnover rates can be high which makes recruitment an ongoing process.

- Continue to work collaboratively with Outagamie Housing Authority NABHRS (Non-Profit Affordable Housing Based Rental Services) Van service to increase use of NABHRS van. NABHRS recently purchased a new vehicle and MRH has been assisting with outreach to potential riders. This collaboration will allow MRH to provide additional rides to Outagamie residents including those adults who uses a wheelchair or scooter. MRH will also continue community outreach to rural parts of the counties. In 2017, NABHRS and MRH continued on demand van shuttle program in 2 rural communities (Seymour and Hortonville); service is provided each Wednesday. It is anticipated that 25 additional rides will be provided to Outagamie residents through this initiative in 2018.
- Continue to increase the number of contacts with adults with disabilities and those who are aging through the MRH Call Center by 5-10%; the purpose of the call center is to provide clients and their families with comprehensive transportation information. MRH staff provides callers with detailed options of programs that they might access and assists them in making arrangements for the ride. Increasing community awareness of the Call Center and its services is a key component in this effort. Due to improved tracking measures we are able to better capture the number of calls received, the duration of calls, and the reason for the call all of which help to improve service provided by the Call Center.
- Engage in future planning activities that will ensure that MRH continues to identify and meet the needs of riders in rural areas. These efforts will include continued outreach to and collaboration with partners representing rural riders.
- Continue to utilize Assisted Rides software program to enhance volunteer driver scheduling and ride tracking in an effort to maximize program efficiencies.

The proposed services are specifically targeted to increase the awareness and availability of transportation services for seniors and persons with disabilities in the identified tri-county area. Information gathered from users of the service as well as program partners and key stakeholders indicates that there exists a lack of awareness related to transportation services currently available to these populations and a need to increase capacity, particularly in the rural areas targeted by the MRH program. The proposed programming will endeavor to meet these currently unmet needs while also ensuring that some of the community's most vulnerable members are able to easily locate and avail themselves of those services necessary to meet their basic needs including access to food, clothing and medical care.

Making the Ride Happen provides rides using volunteer drivers. The Transportation Coordinator works with more than 87 volunteers who typically donate one half-day per month to provide rides, using their own vehicle. The Transportation Coordinator is responsible for recruiting, training and scheduling the volunteers. Screening of volunteers is done in collaboration with the Retired Senior Volunteer Program of the Volunteer Center of East Central Wisconsin and the Retired Senior Volunteer Program of ADVOCAP. The Transportation Coordinator also handles information and assistance calls in the Call Center. As proposed in the grant, the Transportation Coordinator's position is .87 FTE.

Question 2: Promotes Development of a Coordinated Network.

Because Making the Ride Happen was born of a community-wide day of discussion, the program sees coordination, collaboration, and meeting specific needs as key components of the overarching philosophy. The Section 5310 Operating project evidences these principles in several ways.

In order to augment coordination, the MRH Call Center maintains a comprehensive data base of transportation options available in the tri-county region. This data base is continually updated with newly identified options. In addition, the MRH staff members have access to the Northeastern Wisconsin Regional Transportation Access Committee data base of transportation options which is more regional in nature and provides information on a cross section of the state. These tools are important tools for MRH staff, allowing them to look at all types of transportation available and to provide the most appropriate options to clients and their families to best meet their transportation needs. MRH Call Center staff interacts daily with clients, their families, caregivers, human service providers, medical providers, and other community leaders which allow them to identify gaps in service. The operation of the MRH has consistently assisted clients and their families in seeking transportation options and helps them understand the often times, very cumbersome, eligibility requirements for each program. Additionally, the Call Center plays a key role in understanding the changing transportation needs of the clients.

The MRH Volunteer Driver program has been consistently increasing the number of rides provided by continuing to recruit new volunteer drivers and by expanding the geographic area that the program serves. The rides provided through the Volunteer Driver program added capacity to the region's array of transportation services and created an avenue for unrestricted movement between communities, counties and other government boundaries in the region. Winnebago County facilitated a study in late 2013 in order to look at the needs of county residents (adults with disabilities and those who are aging) as it relates to transportation. This study made several recommendations one of which was expansion of the Volunteer Driver program county wide with emphasis on the small rural communities. Continuing the efforts begun with the 2013 study, in 2017 Winnebago County was among 10 communities from across the country selected to receive the Accessible Transportation Community Initiative grant offered by Easterseals Project Action Consulting (ESPAC); LSS MRH is one of the key partners in this new project.

The study also identified that the Volunteer Driver program creates an additional option for low-income clients for whom the modest fees of the paratransit system are prohibitive. A new trend that has been identified by MRH staff centers on client need for rides beyond the traditional business hours. Many of the individuals served by MRH have social engagements, counseling, and educational programs that are often offered in the evening or on weekends; MRH will continue to work to meet these needs as well as to address any new trends that may be identified.

The Making the Ride Happen Advisory Board (detailed in the table below) incorporates information and discussion during its quarterly meetings. This advisory board provides a platform for discussions on coordination and a forum for developing strategies that address unmet needs. The current complexities of federal/state funding for public transit systems have come to the attention of many community leaders, government officials, and to some extent the general public; this awareness has facilitated coordination efforts and has allowed for capacity building in existing programs. And, because key stakeholders are part of the conversation, communities and programs are able to ensure that services are not being duplicated and that scarce resources are being allocated appropriately.

MRH staff members actively participate in the county transportation coordination meetings, Oshkosh Collaboration Workgroup, Fox Valley Advocacy Coalition, Greater Winnebago Area Advocacy Coalition, ESTHER, and the Fox Cities Community Council in order to keep abreast of community needs

and to promote coordination. MRH was actively involved in the development of the coordination plan for the Human Services Department and supports the need for increased capacity. Presently, MRH is actively involved in Oshkosh Transportation Development Plan and is an Oshkosh HUB partner agency.

Project Partners and Stakeholders LSS' Making the Ride Happen Operating Project		
Organization	Contact	Project Role
Volunteer Center/RSVP	Carol Bloemer	Recruitment, Volunteer Drivers & MRH Advisory Board Member
Calumet County ADRC	Joann Dewhurst	Service Provider, Human Service Programs & alternate representative of MRH Advisory Board
Outagamie County ADRC	Bonne Planner	Service Provider, Rural Outagamie County & Human Services Programs
Winnebago County	Mark Weisensel	Director of Aging and Transportation Services; member of MRH Advisory Board
	Dr Terry Cheng	Retired Neurologist Mercy Medical, MRH client and MRH Advisory Board
Outagamie County Housing Authority	Kari Kuper	Program Manager-Outagamie County NABHRS Van program
Oshkosh Transit	Dave Vickman	Service Provider, Urban Transit & Para transit
Easter Seals	Jill Gretzinger	Advocate for the Disabled & member of MRH Advisory Board
	Doris Peters	Volunteer Driver & member of the MRH Advisory Board
Northern Winnebago Dial-A-Ride	Carol Kasimor	Service Provider, older adults & member MRH Advisory Board
Fox Cities World Relief	Coua Thoa	Service provider for refugees
Oshkosh United Way	Sue Panek	Community Organizer, Transportation Plunge Coordinator
Omro Community Center	Eli Ashley	Executive Director

Question 3: Financial and Technical Capacity.

LSS has been serving individuals in need for 135 years. Last year, LSS offered 193 programs in communities throughout Wisconsin and Upper Michigan; these programs touch over 50,000 lives annually.

Through LSS' provision of programs and services for persons with disabilities and older adults, the agency has amassed decades of experience providing transportation and related services to these populations. During FY 2016, older adults (those aged 65 and older) represented 13 percent of the individuals served by LSS. LSS provides residential and community-based services to individuals with disabilities and older adults across Wisconsin and transportation is an integral component in many of these services. The agency has recently moved from a residential model of service for individuals with disabilities to a model that embraces independent living and community-based supports; with this shift transportation will become an even more central focus for LSS in the coming years.

LSS is a multi-service agency with staff and programs in a two-state area and as such has built the appropriate infrastructure and capacity to successfully manage multiple projects and multiple funding sources. The LSS Financial Services Department will work with local program staff to ensure that all contractual and fiduciary obligations are being met.

Required matching funds will be provided by Outagamie County, Oshkosh Area United Way, and the United Way Fox Cities; appropriate support documentation will be found in the attachments.

LSS successfully manages multiple Federal, State and local contracts each year. The agency has in place strict policies and procedures governing all aspects of grants management and has been administering grant funded programs for over 100 years.

Because the MRH program is designed to complement other transportation services available in the local community or to provide service where none currently exist, LSS feels confident that the proposed program objectives and outcomes demonstrate an effective use of funds. The proposed program has been developed in collaboration with local partners in an effort to provide the most comprehensive array of transportation services possible while also using limited resources for the greatest benefit of the individuals being served.

Lutheran Social Services and the Making the Ride Happen Community Advisory Board continually plan for and pursue financial resources to support programming. MRH has financial support from the Aging and Disability Resource Center in Outagamie County, Outagamie County and United Way-Fox Cities. The team pursues grants and donations on an on-going basis. Contract services through the City of Oshkosh were undertaken in 2012 as part of the program's plan to diversify its funding sources.

Calendar Year 2018: 5310 Program Application - REQUIRED DOCUMENTS

Application Excel Document:	Complete
General Information	X
Project Budgets (one for each project)	X
Project Goals (one for each project)	X
Project Staffing Sheet (one for each project)	X
Written Responses (one for each project)	X

Additional Required documents found on the "Applications" tab in BlackCat:	Complete
Public Notice	X
Federal Certifications and Assurances Signature Page	X
Non-Profit Documentation, if required	X

Certifications Found in the "Organizations" tab in BlackCat	Complete
FFATA	X
Certification of Data	X

Other Documentation to upload to your "Resources" tab in BlackCat	Complete
Local Match Support Documentation	X

See the application guidelines document for submittal instructions.

2018 Section 5310 Application - GENERAL INFORMATION

There are three pages in this section

CONTACT INFORMATION

AGENCY/ORGANIZATION

Agency:	Lutheran Social Services of Wisconsin and Upper Michigan, Inc.
Address:	647 West Virginia Street, Suite 200
City:	Milwaukee
Zip:	53204
County:	Milwaukee
FEIN Number:	39-0816846
DUNS Number:	60460730

PROJECT CONTACT

Name:	Holly A. Keenan
Title:	Mobility Manager
Address:	3003 N Richmond Street
City:	Appleton
Zip:	54911
Phone:	920-225-1740
Email:	holly.keenan@lsswis.org

PAYMENT ADDRESS (if different from agency address)

Agency:	Lutheran Social Services of Wisconsin and Upper Michigan, Inc.
Address:	P.O. Box 88730
City:	Milwaukee
Zip:	53288-0730

SINGLE AUDIT

WisDOT is responsible for reviewing single audits of subrecipients that expend more than \$750,000 annually of federal funding from all sources, not just US DOT funds, in accordance with OMB - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 (Subpart F § 200.501). Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Please mark the appropriate box below with an 'X' next to the correct statement.

Our agency expends <u>less</u> than \$750,000 in a year in federal funds from all sources. Grantees that do not meet the single audit threshold may be required to submit supporting documentation for a quarterly reimbursement request. Grantees chosen for submission will be notified prior to the quarter end for which the request is made.	
Our agency expends <u>more</u> than \$750,000 in a year in federal funds from all sources. Please indicate the date of your last single audit submission below. WisDOT staff will review the harvester.census.gov website for any program related findings and follow up with affected grantees.	X
Date of most recent single audit submission:	4/12/2017

COORDINATION

The Federal Transit Administration (FTA) requires that projects funded under the 5310 program are derived from a “locally developed coordinated public transit-human services transportation plan”. This ensures that applicants are coordinating services with other private, public and non-profit transportation providers. Section 5310 projects must be identified by a strategy and/or action item in a county, multi-county or regional plan. This plan name, strategy/action item, and page number must be provided below.

Title of the Coordination Plan:	2014-2018 Calumet, Outagamie and Winnebago County Human Services Public Transportation Coordinated Plans
Strategy(ies) from which your project(s) is included as part of:	Table 8 - lists Making the Ride Happen as a program/project to help accomplish strategies (Calumet); Table 6 - lists Making the Ride Happen as a program/project to help accomplish strategies (Outagamie); Table 6 - lists Making the Ride Happen as a program/project to help accomplish strategies (Winnebago)
Page number(s) of these strategy(ies)	Calumet County - page 34, Outagamie County - page 35; Winnebago County - page 29

PROCUREMENTS

If you anticipate any procurements related to your projects, please list the items and their estimated value. The term procurement refers to a range of activities related to purchasing goods and services using FTA funds. Examples of different types of procurement include purchasing software, transportation services or marketing. For further procurement information, refer to the WisDOT website.

Not Applicable

OTHER STATE AND FEDERAL FUNDING FOR TRANSPORTATION

Does your organization currently receive or have a pending application for other state and Federal Transit Administration (FTA) funding through WisDOT or directly from the FTA? Examples include, but are not limited to the following transit funding programs: (S=State, F=Federal)

Program Name	Number	Source
Urban mass transit assistance	85.20	S
Non-urban assistance	5311	F
Urbanized areas assistance	5307	F
County Specialized transportation	85.21	S
Capital assistance for specialized transportation	85.22/5310	S/F
Elderly tribal transportation	85.215	S

YES or NO: Yes

If yes, please list the funding programs and explain how the projects in this application are related to your current state/federally funded transportation projects or any pending applications for this funding. Applicants may be required to submit a cost allocation plan for items and staff that are funded with multiple grants. WisDOT will contact you if required.

85.21 Specialized transportation: LSS Making the Ride Happen is contracting with Outagamie County to administer the Volunteer Driver Program (Operating Project) referenced in the section 5310 Application. In addition, 85.21 funds will cover 10% of the Mobility Manager's position included in the 5310 Mobility Management Application. The project team will also earmark 85.21 funds to meet part of the local match requirement for the Section 5310 grant.

PROJECT LOCATION

What is the service area of the proposed project(s)? List counties, municipalities, etc.

Outagamie, Calumet, and Winnebago Counties

Within which Regional Planning Commission(s) is your project(s)?

RPC 1: East Central Wisconsin Regional Planning Commission

RPC 2:

RPC 3:

If the project service area is partially or fully in a Metropolitan Planning Organization, please list.

MPO 1: Fox Cities (Appleton) Urbanized Area

MPO 2: Oshkosh Urbanized Area

MPO 3:

In which Congressional District(s) is your project located?

CD 1: 6th District (Glenn Grothman)

CD 2: 8th District (Mike Gallagher)

CD 3:

If your project's service area covers more RPCs, MPOs or CDs than space allows above, please list below.

2018 Section 5310 Application - MOBILITY MANAGEMENT BUDGET

Instructions: Fill in all applicable grey boxes.

GRANTEE	Lutheran Social Services of Wisconsin and Upper Michigan-Making the Ride Happen
----------------	---

Line Item	Total Budget (including in-kind match from next column)	In-Kind Match* (as part of total program budget)	In-Kind Match Source / Notes on Line Item
EXPENSE:			
Salary/fringe (see staffing tab for instructions)	\$59,546		
Office space/rent	\$2,062		
Office supplies/printing/postage/copying	\$298		
Meetings (space, supplies)	\$0		
Marketing	\$1,000		
Equipment (telephone, computers, etc.)	\$330		
Website (hosting, support, design, etc.)	\$0		
Software lease	\$0		
Staff travel and mileage	\$2,000		
Other (specify below)	\$14,555		
TOTAL EXPENSE	\$79,791		

LOCAL MATCH:

In-Kind Match		\$0
Cash Match	\$15,975	
TOTAL LOCAL MATCH	\$15,975	

REVENUE:

TOTAL REVENUE	\$0
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NET COST:

TOTAL NET COST (Expense minus Revenue):	\$79,791
--	-----------------

TOTAL:

TOTAL REQUEST (Net Cost minus Local Match):	\$63,816
REIMBURSEMENT PERCENTAGE:	79.98% Cannot be greater than 80% (Automatically calculates)

* In-kind match dollar request cannot exceed total program budget request per budget line.

Explain any expense listed in the "other" category above:

Agency Audit Fees, Conf & CPE expenses, Services purchased from other LSS programs, Executive and Director allocations, Agency Support Service Allocations.

2018 Section 5310 Application - MOBILITY MANAGEMENT STAFFING

List the staffing information for each position working on the mobility management project only. Please transfer the appropriate values to the mobility management budget page.

EXAMPLE Title of position	Name of individual*	Number of hours charged to this project	Dollar value of salary charged to this project	Dollar value of fringe charged to this project	Total salary/fringe for this project	Dollar value of in-kind match for this project	Source of in-kind match funds
EX. - Mobility Manager	STAFF NAME	2080	\$41,600	\$14,560	\$56,160	\$10,000	Agency resources
EX. - Financial Assistant	STAFF NAME	400	\$4,000	\$200	\$4,200	\$0	

Title of position	Name of individual*	Number of hours charged to this project	Dollar value of salary charged to this project	Dollar value of fringe charged to this project	Total salary/fringe for this project	Dollar value of in-kind match for this project	Source of in-kind match funds
Administrative Assistant	Mary Haessly	104	\$1,386	\$213	\$1,599		
Mobility Manager	Holly Keenan	2,080	\$37,010	\$10,443	\$47,453		
Program Manager	Kristine Fischer	42	\$1,026	\$557	\$1,583		
Transportation Coordinator	Cheryl Kehl	505	\$6,964	\$1,947	\$8,911		
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$59,546	\$0	

Transfer these totals to the budget page
and place in "salary/fringe" column.

2018 Section 5310 Application - MOBILITY MANAGEMENT GOALS

There are 2 pages in this section

To add spacing between lines or paragraphs in the goals section of this spreadsheet, use the keyboard shortcut **ALT + ENTER** to insert a line break or start a new paragraph.

Instructions: Fill in all applicable grey boxes.

GRANTEE Lutheran Social Services of Wisconsin and Upper Michigan, Inc.-Making the Ride Happen

PROJECT Mobility Management

PERFORMANCE MEASURES OUTCOMES:

	Service Type	# one-way trips	# customer contacts	# trained	notes
TRIP BASED	Door-to-door or door-thru-door				
	Fixed Route				
	Flexible Routing				
	Shuttle/Feeders				
	Demand Response				
	Same-day ADA paratransit				
	Volunteer driver	4412			
	Voucher provided				
	Vanpool service				
	Aide/escort assistance				
INFORMATION BASED	Mobility manager				
	One-stop center		4994		
	Itinerary planning		5		
	Internet-based info				
	One-on-one transit training			36	
	Transportation resource training			91	
	Driver training			6	

PERFORMANCE MEASURES OBJECTIVES:

List up to six performance measures objectives that will be used to measure progress of the project each quarter.

Objective 1:	Continue Enhancement of the Travel Training program with Valley Transit and GO Transit through the use of the Bus Buddy Program in both Communities, as evidenced by the number of Travel Training Experiences completed.
Objective 2:	Identify and develop new collaborations within the service area to enhance capacity and break down barriers for clients moving between communities, as evidenced by the number of rides provided and continued participation on relevant community based committees.
Objective 3:	Increase public awareness of mobility options and improve access to transportation services for the public; as evidenced by the number of community presentations provided.
Objective 4:	

2018 Section 5310 Application - OPERATING BUDGET

There are 2 pages in this section

Instructions: Fill in all applicable grey boxes.

GRANTEE	Lutheran Social Services of Wisconsin and Upper Michigan-Making the Ride Happen
----------------	---

Line Item	Total Budget (including in-kind match from next column)	In-Kind Match* (as part of total program budget)	In-Kind Match Source / Notes on Line Item
EXPENSE:			
Salary/fringe (see staffing tab for instructions)	\$104,043	\$56,978	5124 volunteer hours x \$11.12
Office space/rent	\$3,058		
Office supplies/printing/postage/copying	\$262		
Marketing	\$2,500		
Equipment (telephone, computers, etc.)	\$270		
Website (hosting, support, design, etc.)	\$0		
Software lease	\$4,000		Software assisted rides
Staff travel and mileage	\$0		
Purchased transportation service	\$0		
Volunteer driver reimbursements	\$0		
Transportation vouchers	\$0		
Tires, parts, maintenance costs	\$2,500		
Service operating costs (gas, etc).	\$4,000		
Vehicle Insurance	\$750		
Other (specify below)	\$10,970		
TOTAL EXPENSE	\$132,353		

LOCAL MATCH:

In-Kind Match		\$56,978
Cash Match	\$17,200	
TOTAL LOCAL MATCH	\$74,178	

REVENUE:

TOTAL REVENUE	\$5,430
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NET COST:

TOTAL NET COST (Expense minus Revenue):	\$126,923
--	------------------

TOTAL:

TOTAL REQUEST (Net Cost minus Local Match):	\$52,745
REIMBURSEMENT PERCENTAGE:	41.56% Cannot be greater than 50% (Automatically calculates)

* In-kind match dollar request cannot exceed total program budget request per budget line.

Explain any expense listed in the "other" category above:

Agency Audit Fees, Services purchased from other LSS programs, Executive and Director allocations, Agency Support Service Allocation.

2018 Section 5310 Application - OPERATING GOALS

There are 2 pages in this section

To add spacing between lines or paragraphs in the goals section of this spreadsheet, use the keyboard shortcut **ALT + ENTER** to insert a line break or start a new paragraph.

Instructions: Fill in all applicable grey boxes.

GRANTEE Lutheran Social Services of Wisconsin and Upper Michigan-Making the Ride Happen

PROJECT Operating

PERFORMANCE MEASURES OUTCOMES:

	Service Type	# one-way trips	# customer contacts	# trained	notes
TRIP BASED	Door-to-door or door-thru-door				
	Fixed Route				
	Flexible Routing				
	Shuttle/Feeders				
	Demand Response				
	Same-day ADA paratransit				
	Volunteer driver	4412			
	Voucher provided				
	Vanpool service				
	Aide/escort assistance				
INFORMATION BASED	Mobility manager				
	One-stop center		4994		
	Itinerary planning		5		
	Internet-based info				
	One-on-one transit training			36	
	Transportation resource training			91	
	Driver training			6	

PERFORMANCE MEASURES OBJECTIVES:

List up to six performance measures objectives that will be used to measure progress of the project each quarter.

Objective 1:	Individuals with disabilities and those who are aging will remain active and involved in their community despite the loss of their ability to drive as evidenced by an increased percentage of adults with disabilities or those who are aging using services to address social/recreational needs: to address medical needs such as going to appointments or to the pharmacy; and to address shopping/personal business needs such as banking, going to the salon, or grocery shopping.
Objective 2:	Continue to develop volunteer driver base within the communities served with an emphasis on connecting those who live in rural communities surrounding the Appleton TMA and the City of Oshkosh. Mobility Manager and MRH staff will provide presentations to community groups in an effort to increase awareness of the existing transportation programs. The number of volunteer drivers and volunteer hours will be tracked.
Objective 3:	Continue development of collaborative efforts with Outagamie County Housing Authority shuttle van as evidenced by monthly reporting done to common funding sources: Fox Cities United Way, Outagamie County Older American funding, and 85.21 funding.
Objective 4:	

2017 Section 5310 Application - OPERATING STAFFING

List the staffing information for each position working on the operating project only. Please transfer the appropriate values to the operating budget page.

EXAMPLE Title of position	Name of individual*	Number of hours charged to this project	Dollar value of salary charged to this project	Dollar value of fringe charged to this project	Total salary/fringe for this project	Dollar value of in-kind match for this project	Source of in-kind match funds
EX. - Mobility Manager	STAFF NAME	2080	\$41,600	\$14,560	\$56,160	\$10,000	Agency resources
EX. - Financial Assistant	STAFF NAME	400	\$4,000	\$200	\$4,200	\$0	

Title of position	Name of individual*	Number of hours charged to this project	Dollar value of salary charged to this project	Dollar value of fringe charged to this project	Total salary/fringe for this project	Dollar value of in-kind match for this project	Source of in-kind match funds
Transportation Coordinator	Stephanie Rockman	2,080	\$30,705	\$8,606	\$39,311		
Transportation Coordinator	Cheryl Kehl	119	\$1,634	\$456	\$2,090		
Program Manager	Kristine Fischer	178	\$4,393	\$1,271	\$5,664		
Volunteer Drivers	Various	5,124	\$56,978	\$0	\$56,978	\$56,978	
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$104,043	\$56,978	
					Transfer these totals to the budget page and place in "salary/fringe" column.		

* Individual Names not required for volunteers.

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For one month Ending January 31, 2018

Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2018 Amended Budget	2018 % of Total Budget
REVENUES						
Bus Fare Revenue	50,594	45,373	50,594	45,373	943,218	5.36%
Paratransit Fare Revenue	57,652	57,898	57,652	57,898	749,330	7.69%
Total Fare Revenue	108,246	103,271	108,246	103,271	1,692,548	6.40%
Other Charges for Service	1,900	6,803	1,900	6,803	55,000	3.45%
Other Revenues	3,064	634	3,064	634	14,000	21.89%
TOTAL REVENUES	113,210	110,708	113,210	110,708	1,761,548	6.43%
EXPENSES BY LINE ITEM						
Regular Salaries & Labor pool alloc	150,289	153,535	150,289	153,535	2,797,847	5.37%
Call Time	-	-	-	-	-	-
Overtime	7,444	15,677	7,444	15,677	68,522	10.86%
Incentive Pay	-	-	-	-	315	0.00%
Other Compensation	-	208	-	208	-	-
Fringes	58,482	59,153	58,482	59,153	1,161,711	5.03%
Unemployment Compensation	-	-	-	-	-	-
Salaries & Fringe Benefits	216,215	228,573	216,215	228,573	4,028,395	5.37%
Training & Conferences	-	-	-	-	27,000	0.00%
Employee Recruitment	-	-	-	-	3,200	0.00%
Parking Permits	-	150	-	150	360	0.00%
Office Supplies	-	(801)	-	(801)	5,000	0.00%
Subscriptions	(75)	-	(75)	-	1,904	-3.94%
Memberships & Licenses	4,675	-	4,675	-	5,947	78.61%
Postage & Freight	(51)	28	(51)	28	4,300	-1.19%
Awards & Recognition	-	-	-	-	878	0.00%
Food & Provisions	-	-	-	-	1,170	0.00%
Insurance	-	-	-	-	227,006	0.00%
Insurance dividend & surplus	-	-	-	-	-	-
Depreciation Expense	-	-	-	-	606,818	0.00%
Administrative Expenses	4,549	(623)	4,549	(623)	883,583	0.51%
Landscape Supplies	-	-	-	-	3,000	0.00%
Shop Supplies & Tools (& misc)	(95)	-	(95)	-	51,720	-0.18%
Printing & Reproduction	(182)	248	(182)	248	27,136	-0.67%
Uniforms	905	-	905	-	5,000	18.10%
Gas Purchases	32,361	37,875	32,361	37,875	605,000	5.35%
Safety Supplies	-	-	-	-	500	0.00%
Vehicle & Equipment Parts	7,042	10,583	7,042	10,583	237,700	2.96%
Miscellaneous Equipment	855	-	855	-	18,100	4.72%
Signs	-	-	-	-	2,000	0.00%
Supplies & Materials	40,886	48,706	40,886	48,706	950,156	4.30%
Accounting/Audit	-	-	-	-	11,500	0.00%
Bank Services	-	90	-	90	3,000	0.00%
Consulting Services	-	-	-	-	45,000	0.00%
Collection Services	-	-	-	-	4,600	0.00%
Contractor Fees	283,798	266,629	283,798	266,629	3,579,941	7.93%

City of Appleton
VALLEY TRANSIT INCOME STATEMENT
For one month Ending January 31, 2018

Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2018 Amended Budget	2018 % of Total Budget
Temp Help	(1,442)	(867)	(1,442)	(867)	5,000	-28.84%
Advertising	500	1,410	500	1,410	50,309	0.99%
Health Services	(1,431)	(626)	(1,431)	(626)	9,200	-15.55%
Snow Removal Services	-	(555)	-	(555)	15,000	0.00%
Laundry Services	(229)	-	(229)	-	6,100	-3.75%
Other Contracts/Obligations	161	540	161	540	97,690	0.16%
Purchased Services	281,357	266,621	281,357	266,621	3,827,340	7.35%
Electric	5,059	5,178	5,059	5,178	61,900	8.17%
Gas	2,832	3,806	2,832	3,806	38,300	7.39%
Water	-	-	-	-	7,850	0.00%
Waste Disposal/Collection	-	-	-	-	2,975	0.00%
Stormwater	-	-	-	-	8,175	0.00%
Telephone	425	415	425	415	14,300	2.97%
Utilities	8,316	9,399	8,316	9,399	133,500	6.23%
Building Repair & Maintenance	-	1,227	-	1,227	-	-
Vehicle Repair & Maintenance	-	-	-	-	12,000	0.00%
Equipment Repair & Maintenance	1,644	-	1,644	-	8,950	18.37%
FMD Charges & Material	-	8,518	-	8,518	129,226	0.00%
Software Support	1,000	1,000	1,000	1,000	72,000	1.39%
CEA Equipment Rental	-	-	-	-	2,000	0.00%
Repairs & Maintenance	2,644	10,745	2,644	10,745	224,176	1.18%
Total Operating Expenses	553,967	563,421	553,967	563,421	10,047,150	5.51%
OPERATING INCOME (LOSS)	(440,757)	(452,713)	(440,757)	(452,713)	(8,285,602)	
NON-OPERATING REVENUES						
Federal Support	-	-	-	-	2,994,136	0.00%
State Support	-	-	-	-	2,736,001	0.00%
Appleton Support	-	-	-	-	660,829	0.00%
Other Local Support	-	-	-	-	1,610,003	0.00%
Investment Income	-	2,859	-	2,859	12,500	0.00%
Donations	4,167	4,167	4,167	4,167	62,678	6.65%
Fund Balance Applied	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	4,167	7,026	4,167	7,026	8,076,147	0.05%
Buildings	-	-	-	-	345,000	0.00%
Machinery & Equipment	-	-	-	-	-	0.00%
Vehicles	-	-	-	-	-	0.00%
Capital Expenditures	-	-	-	-	345,000	0.00%
NET INCOME (LOSS)	(436,590)	(445,687)	(436,590)	(445,687)	(554,455)	

City of Appleton
PURCHASED TRANSPORTATION
For one month Ending January 31, 2018

Description	Month of January Actual	Prior Year January	YTD As of January Actual	Prior YTD January	2018 Amended Budget	2018 % of Total Budget
PURCHASED TRANSPORTATION EXPENSE						
VTII - Disabled	151,826	136,946	151,826	136,946	1,871,109	8.11%
VTII - Elderly	4,425	2,730	4,425	2,730	58,680	7.54%
PT - Optional (Sunday)	1,276	1,260	1,276	1,260	20,119	6.34%
Family Care Sheltered Workshop	46,277	41,300	46,277	41,300	535,991	8.63%
Outagamie County Demand Response Rural	16,321	15,074	16,321	15,074	220,906	7.39%
Outagamie County Human Services Transportation	856	468	856	468	11,418	7.50%
Neenah Dial - A - Ride	10,766	12,530	10,766	12,530	150,920	7.13%
Calumet County New Hope	17,660	12,061	17,660	12,061	192,011	9.20%
Calumet County Van Service	-	1,596	-	1,596	45,310	0.00%
Connector - Extended Service Hours	31,360	35,610	31,360	35,610	473,600	6.62%
Connector - Extended Service Area	8,057	8,180	8,057	8,180	112,750	7.15%
Downtown Trolley	-	-	-	-	30,024	0.00%
Total Purchased Transportation	288,824	267,755	288,824	267,755	3,722,838	7.76%



COMPARATIVE RIDERSHIP BY FARE CATEGORY

	REGULAR CASH	YOUTH CASH	S/D CASH	REGULAR 10 RIDE TICKETS	S/D 10 RIDE TICKETS	30 DAY REG	30 DAY YOUTH	30 DAY S/D	DAYPASS SOLD	DAYPASSES REDEEMED	YOUTH GROUP	AASD	FVTC	OTHER SPEC. FARES	TOTAL PAID RIDES	FREE	TRANSFER	TOTAL RIDES W/TRANSFER & FREE	DOWNTOWN TROLLEY	GRAND TOTAL RIDES
January-17	7,141	1,769	3,280	6,038	3,321	8,955	1,215	10,447	699	3,078	9	15,489	7,818	474	69,733	1,309	11,293	82,335	0	82,335
January-18	7,882	1,910	3,632	5,141	3,672	7,300	689	11,458	744	3,414	2	17,950	6,780	77	70,651	1,455	12,057	84,163	0	84,163
% CHG	10.4%	8.0%	10.7%	-14.9%	10.6%	-18.5%	-43.3%	9.7%	6.4%	10.9%	-77.8%	15.9%	-13.3%	-83.8%	1.3%	11.2%	6.8%	2.2%		2.2%
YTD 2017	7,141	1,769	3,280	6,038	3,321	8,955	1,215	10,447	699	3,078	9	15,489	7,818	474	69,733	1,309	11,293	82,335	0	82,335
YTD 2018	7,882	1,910	3,632	5,141	3,672	7,300	689	11,458	744	3,414	2	17,950	6,780	77	70,651	1,455	12,057	84,163	0	84,163
% CHG	10.4%	8.0%	10.7%	-14.9%	10.6%	-18.5%	-43.3%	9.7%	6.4%	10.9%	-77.8%	15.9%	-13.3%	-83.8%	1.3%	11.2%	6.8%	2.2%	0.0%	2.2%
February-17	7,000	1,955	3,540	5,371	3,425	9,551	1,172	10,172	801	3,043	3	14,789	10,043	431	71,296	1,436	11,267	83,999	0	83,999
February-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%		-100.0%
March-17	7,967	2,011	3,984	5,932	3,857	10,530	1,113	12,247	835	3,600	43	13,901	10,315	521	76,856	1,356	12,566	90,778	0	90,778
March-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%		-100.0%
April-17	7,447	1,925	3,670	4,997	3,802	9,590	871	11,101	772	3,092	76	13,578	8,172	488	69,581	1,639	11,609	82,829	0	82,829
April-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%		-100.0%
May-17	7,753	1,871	3,910	5,319	4,162	9,749	898	11,758	725	2,984	3	15,194	8,289	363	72,978	1,772	11,897	86,647	0	86,647
May-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%		-100.0%
June-17	7,866	3,179	3,465	4,749	3,890	8,753	807	10,959	711	2,868	29	2,761	6,581	46	56,664	1,586	11,649	69,899	1,584	71,483
June-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,584	1,584
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	0.0%	-97.8%
July-17	7,413	2,540	3,750	4,643	3,449	7,124	983	9,932	734	2,914	111	16	5,855	47	49,511	1,602	10,822	61,935	2,330	64,265
July-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,330	2,330
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	0.0%	-96.4%
August-17	8,617	2,710	4,091	5,053	3,640	8,464	1,574	10,931	728	3,213	64	89	7,680	42	56,896	3,358	11,855	72,109	2,120	74,229
August-18	0	0	0	-1,809	0	0	0	0	0	0	0	0	0	0	-1,809	1,809	0	0	2,120	2,120
% CHG	-100.0%	-100.0%	-100.0%	-135.8%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-103.2%	-46.1%	-100.0%	-100.0%	0.0%	-97.1%
September-17	14,874	1,705	3,709	4,357	3,536	8,608	852	11,037	724	2,934	2	13,438	8,579	43	74,398	2,125	10,289	86,812	1,749	88,561
September-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,749	1,749
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	0.0%	-98.0%
October-17	8,051	1,686	3,853	4,968	3,732	8,149	846	11,769	732	3,120	0	16,808	8,548	58	72,320	1,497	11,281	85,098	0	85,098
October-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	#DIV/0!	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%		-100.0%
November-17	7,191	1,658	3,681	4,343	3,535	7,441	705	10,921	736	3,044	1	16,289	7,434	71	67,050	5,630	9,923	82,603	0	82,603
November-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%		-100.0%
December-17	6,280	1,524	3,174	4,147	3,052	6,012	584	9,094	615	2,702	27	14,006	5,958	34	57,209	10,021	9,322	76,552	0	76,552
December-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%		-100.0%

*Library Pass-time recorded as Reg. Cash as Library Foundation paying after the fact.

**Under (Key D) recorded as Reg. Cash

***Other tickets sold include single ride reg, single ride S/D, freedom pass

**** Transfers include passengers not getting off bus when bus changes route numbers.



	OTHER TICKETS SOLD	REG 10 RIDE TICKETS SOLD	S/D 10 RIDE TICKETS SOLD	30 DAY REG SOLD	30 DAY YOUTH	30 DAY S/D SOLD	CASH REVENUE	PRE-PAID REVENUE	TOTAL REVENUE
January-17	343	547	333	201	45	231	\$22,303.95	\$23,069.00	\$45,372.95
January-18	1,177	916	433	206	13	272	\$22,487.32	\$28,107.00	\$50,594.32
% CHG	243.1%	67.5%	30.0%	2.5%	-71.1%	17.7%	0.8%	21.8%	11.5%
YTD 2017	343	547	333	201	45	231	22,304	23,069	45,373
YTD 2018	1,177	916	433	206	13	272	22,487	28,107	50,594
% CHG	243.1%	67.5%	30.0%	2.5%	-71.1%	17.7%	0.8%	21.8%	11.5%
February-17	755	259	249	187	27	168	\$21,612.36	\$31,424.75	\$53,037.11
February-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
March-17	1,278	939	448	191	23	233	\$25,987.09	\$38,150.00	\$64,137.09
March-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
April-17	701	414	329	149	17	203	\$45,613.24	\$59,978.50	\$105,591.74
April-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
May-17	320	444	470	199	43	279	\$24,859.74	\$41,473.00	\$66,332.74
May-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
June-17	1,324	474	336	175	44	206	\$24,031.27	\$27,221.00	\$51,252.27
June-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
July-17	382	302	365	125	45	234	\$23,630.48	\$37,921.75	\$61,552.23
July-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
August-17	663	546	422	178	16	210	\$26,033.33	\$34,151.00	\$60,184.33
August-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
September-17	325	451	275	151	44	199	\$38,624.24	\$65,601.85	\$104,226.09
September-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
October-17	1,261	421	425	187	27	270	\$26,116.87	\$30,315.00	\$56,431.87
October-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
November-17	1,589	406	343	228	8	201	\$21,978.27	\$30,967.50	\$52,945.77
November-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
December-17	1,168	443	283	178	31	187	\$20,156.58	\$33,913.00	\$54,069.58
December-18									\$0.00
% CHG	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%

COMPARATIVE RIDERSHIP BY ROUTE

	ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4	ROUTE 5	ROUTE 6	ROUTE 8	ROUTE 9	ROUTE 11	ROUTE 12	ROUTE 15	ROUTE 16	ROUTE 19	ROUTE 20	ROUTE 30	ROUTE 31/32	ROUTE 41	TRIPPER ROUTESSPECIALS	*** SPECIALS	ROUTE TOTAL
JAN-17	5,570	3,712	5,142	3,847	3,310	435	4,517	1,773	2,976	7,599	10,849	3,840	1,365	6,104	9,470	3,632	2,867	5,224	103	82,335
JAN-18	5,076	3,075	6,395	3,185	4,194	482	3,750	2,469	2,809	7,262	11,057	4,327	1,114	6,389	8,780	4,829	2,630	5,812	528	84,163
% CHG	9.7%	20.7%	-19.6%	20.8%	-21.1%	-9.8%	20.5%	-28.2%	5.9%	4.6%	-1.9%	-11.3%	22.5%	-4.5%	7.9%	-24.8%	9.0%	-10.1%	0.0%	-2.2%
YTD 17	5,570	3,712	5,142	3,847	3,310	435	4,517	1,773	2,976	7,599	10,849	3,840	1,365	6,104	9,470	3,632	2,867	5,224	103	82,335
YTD 18	5,076	3,075	6,395	3,185	4,194	482	3,750	2,469	2,809	7,262	11,057	4,327	1,114	6,389	8,780	4,829	2,630	5,812	528	84,163
% CHG	-8.9%	-17.2%	24.4%	-17.2%	26.7%	10.8%	-17.0%	39.3%	-5.6%	-4.4%	1.9%	12.7%	-18.4%	4.7%	-7.3%	33.0%	-8.3%	11.3%	412.6%	2.2%
FEB-17	5,237	4,171	4,814	3,971	3,205	582	4,244	1,721	2,988	8,668	10,898	3,612	1,454	6,531	9,550	3,659	2,856	4,922	916	83,999
FEB-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	#DIV/0!
MAR-17	5,479	3,680	5,476	4,209	3,722	638	4,023	2,432	3,163	8,551	12,323	4,318	1,505	7,338	10,663	4,391	3,530	4,556	781	90,778
MAR-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	#DIV/0!
APR-17	3,972	3,850	5,110	3,784	3,380	680	3,825	2,822	2,690	7,703	11,265	3,770	1,590	7,411	9,567	3,785	3,050	4,097	478	82,829
APR-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	#DIV/0!
MAY-17	4,468	3,618	5,234	3,865	3,167	623	3,996	3,043	2,970	7,562	11,462	4,307	1,334	7,686	9,859	4,012	3,168	5,171	1,102	86,647
MAY-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	#DIV/0!
JUN-17	3,720	2,369	4,329	3,660	2,724	494	2,602	4,051	2,432	6,004	10,905	4,157	990	6,938	8,587	3,216	2,741	880	684	71,483
JUN-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	#DIV/0!
JUL-17	3,341	2,110	3,190	3,155	2,519	481	1,611	4,744	2,615	5,203	10,162	3,201	987	6,651	8,245	2,943	2,697	0	410	64,265
JUL-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	0.0%
AUG-17	3,958	2,433	3,733	3,280	2,539	516	2,152	4,981	2,777	6,530	11,154	3,825	1,126	7,413	9,419	3,278	2,781	47	2,287	74,229
AUG-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	#DIV/0!
SEP-17	4,403	2,903	7,285	3,261	3,578	733	3,061	3,697	2,207	8,416	10,688	3,821	1,171	7,559	9,733	3,473	2,759	4,866	4,947	88,561
SEP-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
OCT-17	3,793	3,672	6,581	3,344	3,974	669	3,350	2,649	2,604	8,255	11,033	4,527	1,003	6,479	9,843	3,574	2,663	5,987	1,098	85,098
OCT-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
NOV-17	3,704	3,126	7,039	3,743	3,861	582	3,192	2,429	2,174	7,929	10,787	4,074	876	6,524	9,162	3,842	2,682	5,804	1,073	82,603
NOV-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DEC-17	3,960	2,686	6,234	3,512	3,686	389	2,983	2,402	1,872	7,255	10,747	3,384	1,084	6,071	8,929	3,785	2,455	4,763	355	76,552
DEC-18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!



EVENING RIDERSHIP BY ROUTE

	ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4	ROUTE 5	ROUTE 6	ROUTE 9	ROUTE 12	ROUTE 15	ROUTE 19	ROUTE 20	ROUTE 30	ROUTE TOTAL
JAN-17	717	345	591	409	430	274	313	1,039	2,143	860	955	1,458	9,534
JAN-18	493	423	799	377	523	316	395	987	2,055	661	1,136	1,439	9,604
% CHG	-31.2%	22.6%	35.2%	-7.8%	21.6%	15.3%	26.2%	-5.0%	-4.1%	-23.1%	19.0%	-1.3%	0.7%
YTD 17	717	345	591	409	430	274	313	1,039	2,143	860	955	1,458	9,534
YTD 18	493	423	799	377	523	316	395	987	2,055	661	1,136	1,439	9,604
% CHG	-31.2%	22.6%	35.2%	-7.8%	21.6%	15.3%	26.2%	-5.0%	-4.1%	-23.1%	19.0%	-1.3%	0.7%
FEB-17	620	465	559	554	428	392	318	1,553	2,294	861	1,188	1,930	11,162
FEB-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
MAR-17	883	558	766	604	537	404	440	1,594	2,593	933	1,376	2,091	12,779
MAR-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
APR-17	479	579	610	562	450	426	479	1,443	2,491	909	1,475	1,736	11,639
APR-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
MAY-17	545	439	670	503	450	419	562	1,363	2,402	879	1,465	1,912	11,609
MAY-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
JUN-17	494	312	697	502	379	331	1,355	957	2,233	579	1,399	1,555	10,793
JUN-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
JUL-17	554	295	592	391	350	271	1,536	729	2,035	578	1,057	1,216	9,604
JUL-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
AUG-17	575	388	667	385	436	323	1,472	1,142	2,277	754	1,382	1,834	11,635
AUG-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
SEP-17	566	391	882	432	549	389	1202	1507	2086	698	1507	1740	11,949
SEP-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
OCT-17	451	505	662	421	452	362	447	1,394	2,212	619	1,149	1,884	10,558
OCT-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
NOV-17	508	387	734	427	434	320	433	1,257	1,970	582	1,146	1,617	9,815
NOV-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
DEC-17	581	354	753	379	378	229	358	1,202	1,949	526	1,157	1,459	9,325
DEC-18	0	0	0	0	0	0	0	0	0	0	0	0	0
% CHG	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

NOTE: PM Ridership

Starts at 5:15p for routes 1, 3, 5, 9, 15, 19
 Starts at 5:45p for all other routes
 Excludes Routes 31, 32 and 41



February 19, 2018

To: Fox Cities Transit Commission
Finance Committee

From: Ronald McDonald, General Manager

Subject: Review of Valley Transit Service Requests

At the January 24, 2018 Fox Cities Transit Commission meeting, Commissioner Wurdinger requested an agenda item to discuss future bus service. Topics for service discussion are:

- Meijer
- DMV
- Partnership Community Health Center
- Alliance Church
- Montessori School
- Probation & Parole, Fox Crossing

Pending Items - Fox Cities Transit Commission

Issue	Date Discussed at FCTC	Person Requesting	Tentative Date Back to FCTC	Completed
Semi annual Update on Use of Social Media	11/13/13	Erickson	When Position Filled	Twice/year
Information System Update			04/25/18	Quarterly
Key Performance Indicators			04/25/18	Quarterly