

Exhibit A

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Calendar Year 2016: Section 5310 Grant Program Application

Mobility Management, Operating, non-Vehicle Capital Purchases Only

(See Section 5310 Workbook for Vehicle Purchase Application)

The Wisconsin Department of Transportation is pleased to sponsor the federal Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program in cooperation with the Southeastern WI RPC, the East Central WI RPC, the Green Bay MPO, and the Madison Area MPO. This program provides formula funds to states and designated recipients to improve mobility for seniors and individuals with disabilities.

Do not submit an application to the BlackCat website if you are applying for a project in the Madison urbanized area (UZA). Application instructions for the Madison UZA can be found on their website.

Eligible applicants for this portion of the 5310 program (former 5317 New Freedom eligible projects) are:

- * State or local governmental authorities
- * Private non-profit organizations
- * Operators of public transportation that receives a Section 5310 grant indirectly through a recipient

Instructions:

- * Complete gray-shaded areas on appropriate worksheets. There are multiple tabs at the bottom of the workbook that you will need to scroll through to complete. Do not modify the tab names or delete tabs that you do not use.
- * Each project requires a budget, goals, and staffing sheet to be completed.
- * Upload the completed workbook back into the BlackCat website under the "Applications" tab

Applications submitted after this deadline will not be evaluated.

Timeline:

Application Released:	June 22, 2015
Applications due:	August 28, 2015
Awards Announced:	October/November, 2015
Grant Cycle Begins:	January 1, 2016
Grant Cycle Ends:	December 31, 2016

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2016 Section 5310 Application - GENERAL INFORMATION

There are four pages in the section

CONTACT INFORMATION

AGENCY/ORGANIZATION

Agency:	ADRC of the Lakeshore
Address:	4319 Expo Drive
City:	Manitowoc
Zip:	54220
County:	Manitowoc
FEIN Number:	39-6005-715W
DUNS Number:	197515497

PROJECT CONTACT

Name:	Linda Grider
Title:	Mobility Manager
Address:	4319 Expo Drive
City:	Manitowoc
Zip:	54220
Phone:	920-683-4180 Ext. 5111
Email:	lindagrider@co.manitowoc.wi.us

PAYMENT ADDRESS (if different from agency address)

Agency:	
Address:	
City:	
Zip:	

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.

Place an 'x' in the box to the right of the correct statement

County Specialized transportation; 85.21
Capital assistance for specialized transportation; 5310

PROJECT LOCATION

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

Manitowoc County
Kewaunee County

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

RPC 1: Bay-Lakes 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:

MPO 2:

MPO 3:

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

CD 1: 6 th Congressional District

CD 2:

CD 3:

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

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.

2016 Section 5310 Application - WRITTEN RESPONSES

Mobility Management

Provide written responses to questions one through three. Responses are limited to two single-sided pages per question (one inch margins and font size no smaller than

There are 9 pages in this section.

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

Question 1: Demonstration of Need and Project Benefits (Limit response to 2
Describe the proposed project in detail including the anticipated outcomes. If proposing a service activity, include information on operational schedule (hours, miles, operating days per week, etc.). If capital is requested, describe how the capital will be utilized. For mobility management projects, outline how the mobility manager will increase participation in and coordination of transit for seniors and individuals with disabilities.

Evaluation Criteria:

- Clearly describe the project and how it meets the eligibility requirements.
- Clearly outline the demographics of the senior and individuals with disabilities population in the area the project will serve and what percentage or estimate of that population will be served by this project.
- Describe how and why the project is important to seniors and individuals with disabilities and how it will help them to overcome transportation barriers.
- Describe how the project supports an unmet need in existing transportation services for seniors and individuals with disabilities and provides access to important destinations.
- Include specific expected outcomes and benefits, supported by data.

Identified county-wide unmet transportation needs are best addressed by a Mobility Manager who is able to take specialized interest to follow up and coordinate solutions to unmet needs. Through the continuation of this project, Manitowoc County strives to improve upon the following issues/areas:

- Improve communication and cooperation between various public and private service agencies and providers;
- Provide formal direction to maintain momentum in demand response efforts;
- Enhance communication between providers and recipients or potential clients;
- Minimize service gaps by conducting on-going surveys and/or listening sessions to identify existing transportation habits and/or needs;
- Calculate future transportation wants and/or needs to reduce service gaps;
- Market under-utilized service;
- Maintain lines of communication whereby comments, questions, concerns, suggestions, etc. are directed to and acted upon by the Mobility Manager;
- Expand volunteer drivers and escort programs.

As the population's transportation wants and needs change, the value of a Mobility Manager becomes increasingly evident in the continuous effort to create aging friendly communities throughout Wisconsin. Throughout 2016, it is expected that this project will increasingly expand to encompass Kewaunee County. The Mobility Manager will work cooperatively with Kewaunee County's staff to enhance its volunteer driver program; monitoring the need for growth and striving to maximize the use of a volunteer driven vanpool program in the rural area. The mission of ADRC of the Lakeshore is to enable older and disabled citizens to find and make use of the resources in their communities, enabling them to experience life with self-sufficiency, security, and dignity. Transportation is a key component in the equation. Lack of transportation is one of the greatest barriers for seniors and individuals with a disability in respect to their ability to remain in their own homes.

A study conducted by Transportation for America in 2012 found that by 2015, more than 15.5 million Americans 65 and older will live in communities where public service is poor or nonexistent. By 2030, it is projected that 8.7 million Americans will be age 85 and over, and a substantial portion of them will no longer drive. An AARP Internet article entitled: Ensuring Transportation for Those Who Don't Drive, points out the serious health risks associated with inadequate transportation options for seniors and persons with a disability. One of the major risks being increased isolation; which could lead to unnecessary institutionalization and/or premature death. According to this article, over half of the individuals who do not drive stay home on any given day. And when they do leave their homes they make: a) 15% fewer trips to the Doctor, b) 59% fewer shopping trips and visits to public place, and c) 65% fewer trips for social, family and religious activities, than older drivers do. Therefore, the continuous support of mobility management activities is a self-sustaining endeavor.

The ADRC of the Lakeshore is the sole non-profit agency within the county to offer transportation to the rural elderly and disabled population. The majority of the rural population with a disability is in need of transportation to the Holiday House, the county's only sheltered employment facility. The majority of the rural elderly population's transportation requests are for medical purposes. Taxi service is available in the rural area; to ambulatory individuals only. However, the cost associated with this mode of transportation places a financial burden on individuals living on a fixed income. Wheelchair bound individuals have access to transportation through HFM-CR Mobility, if the individual is scheduled for an appointment at the Holy Family Memorial (HFM) facility. Non-ambulatory individuals also have access to transportation through Assist-To-Transport, if the individual pays the private-pay hourly rate plus mileage.

Safe, accountable, flexible, efficient transportation to medical activities; for both the elderly and the disabled individuals residing in the rural areas of the county, is a key element in preventative health maintenance. Regular physician visits significantly decrease the likelihood of costly health issues in the future. The range of benefits commonly observed from coordinated transportation services includes the following:

- Lowered trip costs for travelers and for human service agencies;
- Extended service hours;
- Services now provided to new areas or new communities and to more people;
- More trips made by persons needing transportation;
- Services more responsive to customers' schedules, points of origin, and destinations;
- Greater emphasis on safety and customer service;
- More door-to-door service; and
- More flexible payment and service options.

Mobility management activities are guided by the Wisconsin Department of Transportation's Four-Step Model for Change depicted in the *Framework for Action: Building the Fully Coordinated Human Service Transportation System*. The dual-county mobility manager interacts with local transportation agencies and/or providers serving the senior and disabled populations to jointly accomplish their transportation objectives. The coordination process has a well-defined sequence of implementation activities or stages, similar to those applied in marketing, operations research, and other disciplines. Several of these stages may be in process at the same time. These steps are listed below:

Step 1 – Initiate the Improvement Process. Form a task force or steering committee and decide to move forward.

Step 2 – Analyze Existing Conditions. Understand issues, needs, and circumstances, and define local conditions.

Step 3 – Establish Focus, Consensus, and Direction. Agree on the problem, develop a consensus, and set a direction.

Step 4 – Design Alternative Courses of Action. Develop alternative coordination strategies.

Step 5 – Assess Alternative Options. Evaluate the alternatives and select the coordination option to implement.

Step 6 – Implement the Preferred Choice. Formulate action plans and implement coordinated transportation services.

Step 7 – Evaluate and Improve the System(s) Implemented. Review and evaluate progress.

Manitowoc County works with Bay Lake Regional Planning Commission and with neighboring counties. The outcome of this collaboration brought about the formation of the Northeast Wisconsin Regional Area Transportation Coalition (NEWRATC). An all-inclusive transportation resource directory was developed in 2010 and is updated on an as-needed basis. Manitowoc County Mobility Manager uses this directory to look outside county lines and address unmet transportation needs. The Wisconsin Association of Mobility Managers (WAMM); formed in October 2011, serves as a key network tool in identifying current and potential transportation resources. WAMM's mission is to uphold the following four core values: a) integrity, b) respect, c) innovation, and d) service. WAMM's vision is to be at the forefront in the coordinated knowledge base of leaders in the transportation industry.

Anytime existing services can be utilized to address employment or other identified unmet transportation needs, public and/or private services will be used. Increased usage of existing services is encouraged.

Question 3: Financial and Technical Capacity. (Limit response to 2 single-sided pages)

Describe your agency's experience managing state and/or federal funds or other outside funding sources. Describe your experiences, including which agencies have provided funding.

Evaluation Criteria:

- **Describe experience providing transportation or related services to seniors and/or individuals with disabilities.**
- **Describe your organization's capacity to manage the project and funds.**
- **Outline your organization's history of successfully managing state and/or federal transportation funds or other outside funding.**
- **Describe how the project objectives and outcomes demonstrate an effective use of state and/or federal funds.**

Question 3 - Page 2

1 st Mobility Manager in Place	Feb. 11, 2008	2009
Recruitment of volunteers	10-Apr-08	Trained first round of volunteer "Bus Buddies" June 5, 2005 (ongoing recruitment and training as
Transportation Resource Directory Developed	Late 2008	On-going & updated as necessary
2 nd Mobility Manager	2009	Jun-10
Vehicle acquisition	Feb/Mar. 2010	5310 funds used from 2008 were used for purchase of 2 - 7 passenger, wheelchair
Volunteer driver handbook developed	2009	Ongoing review of policies, procedure & guidelines at driver meetings/trainings as
Volunteer Training	2011 MM facilitated AARP Driver Safety Program	Ongoing as necessary to keep drivers abreast on current events or status of transportation programs
One-Call Center	2010	Presently in operation
3 rd Mobility Manager	6-Jul-10	Presently performing Mobility Management activities
Outreach, education, and marketing to promote rural transportation options	11-Jul-10	Ongoing as comments, questions, concerns, and suggestions are brought the Mobility Manager's attention
Volunteer Rural Elderly and/or Disabled Transportation Program Initiated	Aug-10	Continuous improvement efforts addressed monthly
Outreach to assist Medicaid (MA) members transition to non-emergency medical transportation (NEMT) brokerage	June 17, 2011 notification sent to all known ADRC out-of-county medical transportation recipients	July 1, 2011 LogistiCare begins providing NEMT to all MA clients. MM provides ongoing information & assistance regarding trips and/or consumer satisfaction issues
Vehicle acquisition	Mobility Manager filed 5310 application January 30, 2012	5310 funds awarded for 3 full-size replacement buses for Elderly & Disabled Transportation Program. Manitowoc County took delivery of vehicles 12/2011
Outreach to assist Medicaid (MA) members transition to non-emergency medical transportation (NEMT) brokerage	2 nd Quarter of 2012 notification from DHS that Medical Transportation Management (MTM) replacing LogistiCare	August 1, 2013 MTM begins providing NEMT to all MA clients. Mobility Manager provides ongoing information & assistance regarding trips and/or consumer satisfaction issues
Vehicle acquisition	Mobility Manager filed Supplemental 5310 grant application mid 2013	Supplemental funds requested for 1 rear-load minivan. Kewaunee County to take delivery of vehicle in 1 st Qtr of 2014
Vehicle acquisition	Mobility Manager filed Supplemental 5310 grant application 2014	5310 funds awarded for 1 full-size replacement buses for the Cerebral Palsy route. Manitowoc County to take delivery of vehicles 2015

2016 Section 5310 Application - MOBILITY MANAGEMENT BUDGET

Instructions: Fill in all applicable grey boxes.

GRANTEE	ADRC of the Lakeshore - Manitowoc County
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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)	\$53,024	\$6,217	County tax levy, title III funding & ADRC funding
Office space/rent	\$1,020	\$1,020	County
Office supplies/printing/postage/copying	\$1,325	\$1,325	County tax levy, title III funding & ADRC funding
Meetings (space, supplies)	\$275	\$275	County
Marketing			
Equipment (telephone, computers, etc.)			
Website (hosting, support, design, etc.)			
Software lease			
Staff travel and mileage	\$500	\$500	County and/or RTAP Scholarship(s)
Other (specify below)			
TOTAL EXPENSE	\$56,144		

LOCAL MATCH:		
In-Kind Match		\$9,337
Cash Match	\$1,891	
TOTAL LOCAL MATCH	\$11,228	

REVENUE:	
TOTAL REVENUE	

NET COST:	
TOTAL NET COST (Expense minus Revenue):	\$56,144

TOTAL:	
TOTAL REQUEST (Net Cost minus Local Match):	\$44,916
REIMBURSEMENT PERCENTAGE:	80.00% 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:

2016 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 | ADRC of the Lakeshore - Manitowoc

PROJECT | Capital - Mobility Management Activities

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	1375			
	Voucher provided				
	Vanpool service				
	Aide/escort assistance				
INFORMATION BASED	Mobility manager	25	175		
	One-stop center				
	Itinerary planning				
	Internet-based info				
	One-on-one transit training				
	Transportation resource training				
	Driver training				

2016 Section 5310 Application - MOBILITY MANAGEMENT STAFFING

Use 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
Mobility Manager	Linda Grider	1,950	\$33,557	\$13,250	\$46,807	\$3,120	
Program Assistant/Clerical	Jessica Purdy	100	\$2,717		\$2,717	\$2,717	county tax levy & title III funds
Director	Cathy Ley	35	\$3,500		\$3,500	\$3,500	county tax levy & title III funds
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					\$0		
					<u>\$53,024</u>	<u>\$9,337</u>	

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