

**Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program
Brown County Planning Commission (BCPC)/
Green Bay Metropolitan Planning Organization (MPO)
for the Green Bay Urbanized Area**

Subrecipient/Grantee Responsibilities

Program Summary

The Federal Section 5310 program provides funding for transportation-related services and equipment that assist seniors and people with disabilities. Eligible subrecipients can include:

- Private, non-profit organizations
- Local public bodies
- Operators of public transportation services

The Wisconsin Department of Transportation (WisDOT) manages the program on behalf of the Federal Transit Administration. However, the four urbanized areas in Wisconsin that exceed 200,000 people, including the Green Bay Urbanized Area, are required to administer the program locally.

The Brown County Planning Commission/Metropolitan Planning Organization (MPO) is the entity designated with project approval authority for the Green Bay Urbanized Area.

Green Bay Metro (GBM) acts as the Designated Recipient (DR) or grant manager for the program.

Subrecipient Requirements

Capital Projects. Capital projects may include vehicles and/or passenger shelters. If the capital project request is not for a vehicle or shelter, please contact MPO staff for eligibility determination. For vehicle acquisitions, subrecipients must:

- Track and submit quarterly ridership reports to GBM.
- Provide annual compliance items to GBM:
 - Vehicle fleet and lifetime miles
 - Title VI policy, ADA policy, and EEO policy updates and complaints
 - Updated Maintenance Plan
 - Certificate of Liability Insurance
 - Copy of annual audit
- Host bi-annual subrecipient site visits from GBM staff.
- Notify GBM of desire to dispose of, retire, or replace vehicle through email/memo/letter. Subrecipients must complete a Request for Vehicle Disposal form detailing the type of vehicle, current odometer reading, reason for disposal request, and other required information.

Non-Traditional Projects. Non-traditional projects may include operating assistance to cover the cost of fuel or driver wages. If a non-traditional request is not for fuel or labor costs, please contact MPO staff for eligibility determination. For operating assistance, subrecipients must:

- Submit expense reports and other required documents to GBM.
- Notify and get written approval from GBM if projects need changes.
- Follow GBM's procedures and approval process if funding is used to purchase service from any third party.

If you have any questions about the Section 5310 Program, please contact Ker Vang at ker.vang@browncountywi.gov or 920-448-6487.

