

**2008 COORDINATED PUBLIC TRANSIT/HUMAN SERVICES
TRANSPORTATION PLAN
FOR
KEWAUNEE COUNTY**

KEWAUNEE COUNTY CONTACT:

**SARA MALAY
AGING SERVICES UNIT
(920) 388-0626
MALAYS@KEWAUNEECO.ORG**

Plan Preparation By:

Bay-Lake Regional Planning Commission
441 South Jackson Street
Green Bay, WI 54301
(920) 448-2820



TABLE OF CONTENTS

Introduction	1
Coordinated Public Transit-Human Services Transportation Plan Requirement	1
Participation Process	2
Meeting Record	3
Assessment of target population.....	3
Population of Elderly and Persons with Disabilities	3
Projected Population.....	3
Source: U.S Bureau of Census, <i>Census of the Population for 1980, 1990 and 2000</i> ; and, Wisconsin Department of Administration <i>Population Projections</i> ; 2003.....	4
Income and Poverty Levels	4
Transportation Providers in Kewaunee County	4
Elderly and Disabled Transportation Programs.....	4
Coordination of Specialized Transportation Services in Kewaunee County.....	9
Action Plan.....	9
Section 1: Working Together	9
Section 2: Taking Stock.....	10
Action Plan Summary.....	14
FY 2009 to 2013 Projects.....	15
Summary	17

LIST OF TABLES

Table 1: List of Participants, Kewaunee County, 2008.....	3
Table 2: Estimated Elderly and Disabled Population, Kewaunee County, 2009	3
Table 3: Population Projections, Kewaunee County; for Years Cited	4
Table 4: Per Capita Income, Percent Below Poverty Level, Kewaunee County, 1999.....	4
Table 5: Inventory of Transportation Services, Kewaunee County, continued.....	9
Table 6: Recommended Strategies for Transportation Service Coordination and Delivery	11
Table 7: Action Plan for Kewaunee County, 2008- 2013	14
Table 8: Program Projects, Kewaunee County; 2009-2013	15

APPENDICES

Appendix A: Federal and State Program Description	19
Appendix B: Invitation Letter	23
Appendix C: List of Invitees	25
Appendix D: Agenda	27
Appendix E: Meeting Flyer.....	29
Appendix F: Public Notice	31

INTRODUCTION

Coordinated Public Transit-Human Services Transportation Plan Requirement

The human services transportation provisions of the federal Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) aim to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate transportation resources provided through multiple federal programs (please see Appendix A for federal and state transportation program descriptions). Coordination will enhance transportation access, minimize duplication of services, and facilitate the most appropriate cost effective transportation possible with available resources. To express these goals, the county is required to publish a locally developed Coordinated Public Transit-Human Services Transportation Plan.

SAFETEA-LU requires that the county Coordinated Public Transit-Human Services Transportation Plan identify an approved program of projects prior to distribution of funds from Section 5310 (Elderly Individuals and Persons with Disabilities Capital Assistance), Section 5316 (Job Access and Reverse Commute), and Section 5317 (New Freedom Program).

New Freedom, JARC, 5310 Coordinated Plan Guidance

SAFETEA-LU stipulates that Section 5310, JARC and New freedom projects competitively selected for funding shall be derived from a coordinated plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

1. An assessment (*inventory*) of available services that identifies current transportation providers (*public, private, and non-profit*);
2. An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service (Note: If a community does not intend to seek funding for a particular program (Section 5310, JARC, or New Freedom), then the community is not required to include an assessment of the targeted population in its coordinated plan);
3. Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery;
4. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Furthermore the coordination chapter for the three federal programs outlines in the section Tools and Strategies for Developing a Coordinated Plan various approaches to the coordinated plan development.

SAFETEA-LU requires that the coordinated plan be developed through a process that includes representatives of public, private, and non-profit transportation and human services providers, and participation by members of the public. In the section Participation in the Coordinated Public Transit-Human Services Transportation Planning Process, an outline of who should participate in the process and adequate outreach to obtain involvement in the process is defined. In addition,

definitions of transportation partners, stakeholders, human service partners, non-profit service providers, etc. is also listed.

Flexibility and variability in the process is described in the section Local Flexibility in the Development of a Local Coordinated Public Transit-Human Services Transportation. Plans will reflect the availability of resources and the existence of populations served under these programs. A rural community may develop its plans based on perceived needs emerging from the collaboration of the planning partners, whereas a large urbanized community may use existing data sources to conduct a more formal analysis to define service gaps and identify strategies for addressing the gaps.

In addition, the Wisconsin Department of Transportation (WisDOT) has recommended the following nine items be included in the plan. They include:

1. County Meeting Invitation List
2. County Meeting Participant List
3. Copy of the newspaper Notice of the Meeting
4. County Meeting Flyer
5. County Meeting Record
6. County Inventory of Transportation Programs and Services
7. County Coordination & Assessment Action Plan
8. County List of Approved Projects for Section 5310, 5316, and 5317

**All of the items listed above are included in the plan.*

Participation Process

SAFETEA-LU also requires that the Coordinated Public Transit-Human Service Transportation Plan be developed through a local process that includes representatives from public and private transportation providers, human service agencies, interested parties, and the general public.

The Wisconsin Department of Transportation (WisDOT) has developed a county meeting process to comply with this requirement. The Regional Transportation Planners for the state's Regional Planning Commission's (RPC's) were chosen to coordinate the project, conduct meetings, and write the final report. The RPC planners were chosen because they are currently responsible for reviewing federal and state program applications, need to be aware and knowledgeable of transit programs and funding streams in each county, and are an independent and objective entity.

The RPC planner with the assistance of Kewaunee County Aging Resource Center and Health and Human Services staff developed a list of potential representatives using WisDOT-endorsed guidelines and invited them to participate in the county meeting (see Appendix B for a copy of the letter requesting participation, Appendix C for a list of the Kewaunee County meeting invitees, Appendix D for a copy of the Kewaunee County meeting agenda, and Appendix E for a copy of the Kewaunee County meeting flyer).

Meeting Record

The Kewaunee County meeting was conducted on August 5th, 2008. The county meeting participants are listed below:

Table 1: List of Participants, Kewaunee County, 2008

Name	Representing
Charles Froelich	Aging Services
Jim Abrahamson	Kewaunee County Board
Jessica Purdy	Aging Services
Sara Malay	Aging Services Unit
Laurie Bouche	MA Transportation - Human Services
Werner Burkat	Options for Independent Living
Kaye Shillen	Kewaunee County Board
Donal Walter	Kewaunee County Board
Harold Bauduin	Aging Services
Kathy Giol	Kewaunee Health Care Center
Ron Opicka	East Shore Industries
Jack Schad	Kewaunee County Human Services
Bill Kelsey	Kewaunee County Human Services

ASSESSMENT OF TARGET POPULATION

Kewaunee County utilizes 2000 Census data; Wisconsin Department of Transportation and the Wisconsin Department of Administration population estimates and projections; and, when available, locally generated survey data; to assess the target population and determine gaps in service.

Population of Elderly and Persons with Disabilities

According to Wisconsin Department of Administration estimates, Kewaunee County had a 2010 projected population of 19,756 persons, representing a slight decrease from the 2000 Census count.

The Wisconsin Department of Transportation (s. 85.21 apportionment) estimates an elderly population of 3,231 that includes 707 “elderly disabled”. WisDOT estimates a disabled population of 425 persons for a county total elderly and disabled population of 3,656.

Table 2: Estimated Elderly and Disabled Population, Kewaunee County, 2009

	Elderly Ambulatory	Elderly Disabled	Non-Elderly Disabled	Total Elderly and Disabled
Kewaunee County	2,524	707	425	3,656
Wisconsin	571,371	166,718	114,768	852,856

Wisconsin Department of Transportation, *Section 85.21 2009 Application*, Appendix A, 2008

Projected Population

In 2000, Kewaunee County had a total population of 20,187. The Wisconsin Department of Administration projects a 2010 population for Kewaunee County of 21,343 and a population of persons 65 years old and older of 3,180 (Table 3)..

Table 3: Population Projections, Kewaunee County; for Years Cited

	Census 1980	Census 1990	Census 2000	Projection 2005	Projection 2010	Projection 2015	Projection 2020	Projection 2025	Number Change 2000-2025
Kewaunee County	19,539	18,878	20,187	20,765	21,343	21,909	22,457	22,917	2,730

Source: U.S Bureau of Census, *Census of the Population for 1980, 1990 and 2000*; and, Wisconsin Department of Administration *Population Projections*; 2003.

Income and Poverty Levels

The 2000 Census data for Kewaunee County indicated a per capita income of \$18,456 compared to the State’s per capita income of \$21,271. However; median household income was slightly higher for Kewaunee County (\$43,824 compared to the State’s \$43,791) while the percent of the population (persons and families) below poverty level was higher for state residents than it was for the county (Table 4).

Table 4: Per Capita Income, Percent Below Poverty Level, Kewaunee County, 1999

Municipality Name and Type	Per Capita Income In 1999 Dollars	Median Income In 1999 Dollars		Poverty Status *			
		Households	Families	Number of Persons Below Poverty	Percent of Persons Below Poverty	Number of Families Below Poverty	Percent of Families Below Poverty
Kewaunee County	\$ 18,456	43,824	50,216	1,165	5.84	246	4.40
Wisconsin	\$ 21,271	43,791	52,911	451,538	8.66	78,188	5.60

Source: U.S. Bureau of the Census; 2000 Census of Population and Housing

TRANSPORTATION PROVIDERS IN KEWAUNEE COUNTY

Elderly and Disabled Transportation Programs

Kewaunee County Human Services – Algoma Bus Transportation

Bus transportation is provided on a limited basis to the elderly, age 55 years and older, and individuals with disabilities within the city limits of Algoma. The driver position is a paid position. The vehicle utilized is a wheelchair-lift bus.

- a. Kewaunee County Human Services, Aging Services Unit sponsors the bus service. A vehicle service contract is enforce with East Shore Industries to provide this service.
- b. One nine (9) passenger mini-bus with a chairlift and space for one (1) wheelchair and eight (8) seated passengers is used to provide this service.
- c. Elderly and disabled individuals within the city of Algoma will utilize the bus services. There is no particular route utilized. The bus is operated on a request basis only. The ride requests are coordinated through the Kewaunee County Human Services, Aging Services Unit, and relayed via the bus cellular phone. The bus is available Monday through Friday from 10:00 a.m. – 2:00 p.m.
- d. Transportation is flexible and provides a door-to-door service, with no regular route.
- e. Reservations are requested, with a twenty-four (24) hour advance notice if possible. Requests called in to the Kewaunee County Human Services Aging Unit office during service hours are dispatched to the bus by cellular phone. A backup communication system is available through East Shore Industries as they have the capacity to dispatch

ride requests by radio to the bus driver. Riders and area businesses are given the Aging Services Unit phone number in order to call the Aging Services Unit staff to dispatch the bus driver.

- f. Persons with disabilities of any age and elderly, 55 years of age and older are eligible for transportation. The elderly have priority status when Kewaunee County Human Services Aging Services Unit has the bus contracted. A non-elderly person may not take space away from any elderly or handicapped individual and must pay full fare. Disability status is defined as any individual who, because of temporary or permanent physical, mental condition, or institutional residence is unable, without special planning or design, to use services as effectively as persons who are not affected.
- g. The Transportation Committee has set a donation rate. No one shall be denied a ride because of inability to pay. Persons unable to pay are provided transportation in a confidential manner. The priorities for rides provided through the Algoma bus service have been established to include medical, nutrition, work related and personal business activities. The donation rate for a one-way trip on the bus is fifty cents (\$.50). A lock box is available for the collection money. The money is turned in to the transportation coordinator at Kewaunee County Human Services, Aging Services Unit, who in turn deposits the money with the County Treasurer. Donations are used to supplement the transportation service. Kewaunee County businesses are encouraged to subsidize donations for the elderly.

Kewaunee County Human Services-Driver Escort

Kewaunee County Human Services coordinates a driver escort transportation service. This project provides transportation by utilizing volunteers who are recruited, interviewed and screened by the Aging Services Unit. These drivers use their own private automobiles and are given a reimbursement of 36 cents a mile. When the transportation service exceeds a four hour time frame and is during meal time, a meal receipt can be turned in by the driver for reimbursement. There is constant recruitment for new volunteers throughout the county. All volunteers will be requested to participate in first aid training and safe driving procedures. The American Association of Retired Persons will offer yearly education programs called 55 & Alive for all volunteer drivers.

- a. Transportation is provided on an individual basis, Monday through Friday.
- b. Driver escort transportation is available upon request. Attempts are made to coordinate multiple clients when providing rides outside Kewaunee County to provide a more cost efficient program.
- c. Reservations for transportation are requested 24 hours in advance. However, all requests are given consideration. Handicapped and elderly can make a reservation by phone or letter. Toll-free telephone service is available for Kewaunee County residents. Collect calls are accepted from those who cannot afford a telephone call.
- d. The volunteer driver escort services are available to persons with disabilities and persons 55 years of age and older who do not have any means of transportation, as volunteers are available to accommodate the individual's need. A disability is defined as any individual

who because of temporary or permanent physical or mental condition or institutional residence is unable to use services as effectively as persons who are not affected.

- e. Donation rates have been established by the Kewaunee County Transportation Committee. Riders are encouraged to make a donation. However, no one will be refused a ride because of inability to make payment. The donation rates set forth are: \$.50 per stop within city limits, \$3.00 per trip for 1-10 miles within the county, \$4.00 for 11-15 miles, \$5.00 per trip for 16-30 miles, \$6.00 for 31-50 and \$7.00 outside Kewaunee County, i.e. Brown, Door and Manitowoc Counties. An envelope is given to the rider for their co-payment. All co-payments are turned into the Kewaunee County Human Services-Aging Services Unit by the drivers.

East Shore Industries

East Shore Industries, Inc. (ESI)

Transportation services consist of six different routes throughout Kewaunee County, the southern third of Door County and the eastern part of Brown County. This system provides transportation to people with disabilities to and from their homes to the rehabilitation facility. These individuals are people with physical, mental, or emotional disabilities who utilize the rehabilitation facility for employment, social, educational and recreational purposes. The service is provided by employed drivers.

- a. ESI owns and operate 7 vehicles which are used to provide these services. ESI also shares (on a usage basis) one vehicle daily with the Kewaunee County Dept. of Human Services Aging Unit.
- b. The 7 vehicles ESI owns consist of 1 conventional bus, 1 van and 5 medium buses.
 - 1. The conventional bus accommodates 14 ambulatory and 1 wheelchairs.
 - 2. The van accommodates 14 ambulatory and 0 wheelchairs.
 - 3. The 6 medium buses include:
 - a. 1 bus accommodates 16 ambulatory and 2 wheelchairs.
 - b. 2 buses each accommodating 14 ambulatory and 2 wheelchairs.
 - c. 1 bus accommodates 12 ambulatory and 2 wheelchairs.
 - d. 1 bus accommodates 8 ambulatory and 1 wheelchair.
- c. ESI provides transportation mainly during the hours of 7:30 am to 9:00 am and 3:00 pm to 4:30 pm, Monday through Friday. These services are for the transportation of individuals, both elderly and disabled, to East Shore Industries and then back to their place of residence. Kewaunee County Aging Services Unit uses one of the vehicles during the hours of 10:00 am to 2:00 pm, Monday through Friday.

- d. Each ESI driver follows a pre-planned door-to-door route for the geographic throughout Kewaunee County (includes cities of Algoma and Kewaunee, and villages of Luxemburg and Casco), the southern third of Door County and the eastern part of Brown County.
- e. Service is provided upon referral to ESI for rehabilitation services and is a part of the individual's person-centered plan of service. If there is room on a specific route, additional specific rides may be provided at the regular times for individual needs for ESI clients.
- f. Rides are generally reserved for clients of ESI, but may include rides for W-2 approved clients who may need services at ESI. Clients of ESI are all adults and are referred to this program through Kewaunee County Human Services or other agencies, some of which are eligible for services. Some of the clients are elderly (over 55 years old) and have a disability. ESI would not provide services to people who are neither handicapped nor elderly.
- g. Transportation is available to and from ESI. A seat reservation fee is charged which reserves a seat for the entire month. The fee is based on the number of days scheduled, not the number of days actually attended. The passenger revenue system requests a co-payment of the following:
 - i. \$30/month for services 5 days per week.
 - ii. \$24/month for services 4 days per week.
 - iii. \$18/month for services 3 days per week.
 - iv. \$12/month for services 2 days per week.
 - v. \$6/month for services 1 day per week.

These contributions to the program are paid directly by the user or their family or through Kewaunee County Human Services.

Kewaunee Co. Human Services – Kewaunee Van Transportation

Van transportation is provided twice a week to the elderly, 55 years and older, and individuals with disabilities within the city of Kewaunee. The van is equipped with a wheelchair lift. Trained volunteers drive the van and operate the wheelchair lift.

- a. Kewaunee County Human Services will be the primary sponsor of this van service.
- b. The van is a seven (7) passenger van with space for one (1) wheelchair and six (6) seated passengers to provide this service.
- c. The van will be utilized by elderly individuals 55 years and older and individuals with disabilities in the City of Kewaunee. There is no particular route utilized. The van is operated on a request basis. The requests are coordinated through the Kewaunee County Human Services, Aging Services Unit, and relayed via the van cellular phone. The van is available two days a week and on an “on-call” basis, as volunteer drivers are available.
- d. Transportation is flexible and provided as a door-to-door service.

- e. Reservations are requested twenty-four (24) hours in advance. Requests called in to the Kewaunee County Human Services Aging Services Unit office during service hours are dispatched to the van by cellular phone. Riders and area businesses are given the Aging Services Unit phone number in order to call the Aging Services Unit staff to dispatch the van driver.
- f. Persons with disabilities of any age and elderly, 55 years of age and older are eligible for transportation. The elderly have priority status. A non-elderly may not take space away from any elderly or handicapped and must pay full fare. Disability status is defined as any individual who, because of temporary or permanent physical, or mental condition, or institutional residence, is unable, without special planning, or design, to use services as effectively as persons who are not affected.
- g. The Transportation Committee has set a donation rate. No one shall be denied a ride because of inability to pay. Persons unable to pay are provided transportation in a confidential manner. The priorities for rides provided through the Kewaunee van service have been established to include medical, nutrition, work related and personal business activities. The donation rate for a one-way trip on the van is fifty cents (\$.50). A lock box is available for the collection money. The money is turned in to the transportation coordinator at Kewaunee County Human Services, Aging Services Unit, who in turn deposits the money with the County Treasurer. Co-payments are used to supplement the transportation service. Kewaunee County businesses are encouraged to subsidize funds for the operational costs of the van route.

A number of private transportation operators also provide services in Kewaunee County.

Table 5: Inventory of Transportation Services, Kewaunee County, continued

Name	Location	Phone	Service
Comfort Travel	Green Bay	920 432-	Charter Bus
Lamers Bus Lines	Green Bay	920 336-	Charter Bus
Medi-Van of Green Bay	Green Bay	800 631-	Accessible
Travel Aide	De Pere	800 631-	Accessible
Wheelchair Transport	Green Bay	920 494-	Accessible
Kewaunee County – Green Bay	Sturgeon Bay	920 746-	Shuttle Van Service

Coordination of Specialized Transportation Services in Kewaunee County

The Kewaunee County Transportation Committee consists of representatives from the following areas:

- Kewaunee County Human Services-Aging Unit
- Kewaunee County Public Health Department
- East Shore Industries
- Kewaunee County Sheriff’s Department
- Kewaunee County Emergency Government
- Veteran’s Administration
- Aging Unit Advisory board representatives
- Consumers and volunteer drivers

The Transportation Coordination Committee meets quarterly or as needed at the discretion of its members. This Committee makes a report to the Aging Services Unit Advisory Committee and to the Department of Human Services Board on county transportation concerns and needs. The Kewaunee County Board of Supervisors sets county policy based on the recommendation of the Department of Human Services.

ACTION PLAN

The 2008 Action Plan was developed by county meeting participants with assistance from the Bay-Lake Regional Planning Commission staff.

Initially, the participants reviewed the results of the *Framework for Action* process that was included in the 2006 plan. The participants were asked to provide a “progress rating” for each of the coordination issues and program attributes identified in the planning tool.

Section 1: Working Together

Addressed issues related to coordination, formal program goals and objectives, and most importantly, the need to articulate a vision for the provision of services to the elderly and disabled in Kewaunee County.

Done Well and Improved

- Aging office leadership and staff is committed to providing cost-efficient, dependable and comprehensive service
- A formal coordination committee was formed and included county department heads from the departments that have a vested interest in transportation, as well as representatives of the public and private transportation service providers, and citizens representing interest of the elderly and disabled.
- Improve communication and cooperation between various public and private service agencies and providers

Section 2: Taking Stock

Section 2 addressed issues of service assessment and the review and inventory of services provided essential to identify gaps, needs and duplication of service.

Done Well and Improved

- Public and private transportation providers in Kewaunee County and adjacent counties are contacted when applying for s. 5310 funds

Section 3: Putting Customers First

Section 3 addresses the ease of access to information about the transportation services provided in Kewaunee County.

Done Well and Improved

- Fares are reasonable and affordable given the high costs of the service provided
- Volunteer drivers are doing an excellent job
- Driver training is available
- Marketing services through displays, promotional items such as magnets; exhibits at County Fair and library; etc.
- Customer satisfaction survey will be initiated in 2008.
- User education programs are provided (AARP).

Section 4: Adapting Funding

Section 4 deals with identifying accounting procedures that create customer friendly payment systems while maintaining consistent reporting and accounting procedures across programs.

Done Well

- Education and improvement are ongoing
- Agencies and providers are always exploring methods to improve efficiency

Do Better

- Could use more input from State
- Voucher system is needed

Section 5: Moving People Efficiently

Section 5 addresses centralized managerial systems to coordinate highly diverse, multi-modal service provision.

Done Well and Improved

- The Aging Services Center provides ongoing leadership toward improving cooperation and coordination of services
- Collaboration with private transportation providers has improved

Do Better

- County and community support for central dispatching and brokerage
- Coordination do-able county-wide, but would be difficult at on a multi-county district or regional level

Following the assessment of progress made since 2006 utilizing the *Framework for Action Toolkit* the participants reviewed best management practices (coordination strategies) listed in the *Coordination Strategy Handbook*, developed by WisDOT consultants, published in 2008 and outlined in Table 5.

Table 6: Recommended Strategies for Transportation Service Coordination and Delivery

WISCONSIN DEPARTMENT OF TRANSPORTATION
Coordination Strategy Handbook
Communication, Training and Organizational Support

Action	<i>Hire Mobility Manager.</i>
Key Elements	Dedicate personnel resources to manage local mobility issues. Individual may assume responsibility to manage and staff coordination efforts.
Wisconsin Example	16 mobility managers hired as part of the 2008 federal grant process to hire mobility managers
Implementation Obstacles	1) Creates staff resources to promote and implement coordination. 2) If manager is shared across agencies/programs will require jointly allocating resources and setting goals
Costs	Low-Medium
Action	<i>Provide Technical Training for Coordination Staff</i>
Key Elements	Obtain technical training on background skills needed to implement coordination strategies, such as financial tools, team-building, etc.
Wisconsin Example	Wisconsin DOT is currently developing a mobility managers training curriculum
Implementation Obstacles	1) Ensures local coordination staff has skills to implement recommended programs. 2) May require additional local resources
Costs	Low-Medium
Action	<i>Centralize Information</i>
Key Elements	Create centralized listing of available regional services
Wisconsin Example	Senior Resource Guides– examples include Ashland & Wood Counties
Benefits	More user friendly programs; increases access to service
Implementation/Obstacles	Requires lead organization; requires on-going maintenance

Action	<i>Consolidate Functions.</i>
Key Elements	Merge various operating functions under single entity such as call center and/or service delivery
Wisconsin examples	Marathon County Transportation Program Indianhead Community Action Agency
Benefits	Improves program access; creates cost efficiencies; maximizes ridesharing
Implementation/Obstacles	Requires lead agency, personnel training and cost reimbursement models; Requires trust across merged service providers
Costs	Low/Medium (estimated 5-10% of operating costs)

Mobility Strategies

Action	<i>Improve Service Convenience</i>
Key Elements	Improve/expand service hours, geographic coverage, driver assistance, same-day service, etc.
Wisconsin Examples	Ashland County – Bay Area Rural Transit and Ashland County Aging Unit
Benefits	Enhances travel & service options
Implementation/Obstacles	Requires increasing financial resources
Costs	Medium to-High

Action	<i>Establish/Expand Volunteer Driver/Escort Programs</i>
Key Elements	Develop/incorporate volunteer driver program to deliver services
Wisconsin Examples	Many – examples include City of Green Lake, Western Washington Center for Independent Living; Indianhead
Benefits	Low cost strategy to increase service, community involvement
Implementation/Obstacles	Volunteer recruitment and retention; Insurance and fuel costs
Costs	Low

Action Plan Summary

The following is a summary of proposed actions, the parties responsible for implementing the actions and an approximate implementation schedule.

It was the consensus of the participants that the following actions be implemented in order to increase efficiency, expand service, reduce costs and to, ultimately, fully coordinated public transit/human services transportation services in Kewaunee County.

Table 7: Action Plan for Kewaunee County, 2008- 2013

Action Item	Responsible Party	Schedule
Assess benefit of submitting a New Freedom grant application for a <i>Transportation Mobility</i> manager	Kewaunee County	2010
Utilize Section 5310 Program and submit applications for capital equipment (buses and vans) as needed to replace existing fleets.	Kewaunee County (East Shore Industries etc.)	2009-2013
Continue to update the transportation service inventory and provide more details, develop a transportation service resource guide	Kewaunee County	On-going
Continue to assess utility of programs such as WETAP and/or New Freedom for possible local applications	Kewaunee County	On-going
Consider county transit system (Section 5311)	Kewaunee County	On-going
Assess, and if needed expand representation on respective County Coordination Committees	Kewaunee County	2009
Explore joint purchasing options	Door, Brown and Kewaunee Counties	2009-2013
Assess the feasibility and benefit of contracting with agency operators	Kewaunee County	2009-2013

Table 7: Action Plan for Kewaunee County, 2009 to 203 continued.

Action Item	Responsible Party	Schedule
Improve Service Convenience	Kewaunee County	On-going
Expand volunteer driver and escort programs	Kewaunee County	On-going

FY 2009 TO 2013 PROJECTS

SAFETEA-LU requires the county Coordinated Public Transit-Human Services Transportation Plan to identify an approved program of projects prior to the distribution of funds from the Section 5310 (Elderly Individuals and Persons with Disabilities Capital Assistance), Section 5316 (Job Access and Reverse Commute), and Section 5317 (New Freedom) programs. The following table summarizes the approved program of projects for Kewaunee County for 2009 through 2013.

Table 8: Program Projects, Kewaunee County; 2009-2013

2009 Programs	FY 2009 Projects	Estimated Costs
Section 5310 (Elderly & Disabled Transportation - Capital Assistance)	East Shore Industries – Two (2) Medium Buses	\$92,000
Section 5316 (JARC & WETAP)		
Section 5317 (New Freedom)		
2010 Programs	FY 2010 Projects	Costs
Section 5310 (Elderly & Disabled Transportation - Capital Assistance)	East Shore Industries – Two (2) Medium Buses	\$92,000
Section 5316 (JARC & WETAP)		
Section 5317 (New Freedom)	Mobility Manager for Kewaunee County	\$72,000 Excludes local share

Table 8: Program of Projects continued.

Program	FY 2011 Projects	Costs
Section 5310 (Elderly & Disabled Transportation - Capital Assistance)	East Shore Industries – Two (2) Medium Buses	\$92,000
Section 5316 (JARC & WETAP)		
Section 5317 (New Freedom)	Continued Support for Mobility Manager for Kewaunee County	\$80,000 Excludes local share
Program	FY 2012 Projects	Costs
Section 5310 (Elderly & Disabled Transportation - Capital Assistance)	East Shore Industries – Two (2) Medium Buses	\$92,000
Section 5316 (JARC & WETAP)		
Section 5317 (New Freedom)	Continued Support for Mobility Manager for Kewaunee County	\$92,000 Excludes local share
Program	FY 2013 Projects	Costs
Section 5310 (Elderly & Disabled Transportation - Capital Assistance)	East Shore Industries – Two (2) Medium Buses	\$92,000
Section 5316 (JARC & WETAP)		
Section 5317 (New Freedom)	Continued Support for Mobility Manager for Kewaunee County	\$92,000 Excludes local share

SUMMARY

With the guidance of the Wisconsin Department of Transportation and the assistance of the Bay-Lake Regional Planning Commission; Kewaunee County has fulfilled and adequately met the requirements of SAFETEA-LU relative to developing a *Coordinated Public Transit- Human Services Transportation Plan*.

The County's stakeholders met on August 5th, 2008, assessed the delivery of human services transportation and discussed gaps in service. Additionally, the County stakeholders identified issues of concern, and developed a future action plan. The working group also identified and approved the program of projects contained in Table 8 that list probable applications for Section 5310, Section 5316, and Section 5317 assistance; through 2013. Pursuant to the approved program of projects Kewaunee County will continue to utilize the Section 5310 (Elderly & Disabled Transportation - Capital Assistance) to provide vehicles for human services transportation; and will seek to obtain a New Freedom grant with which to hire a mobility manager.

Appendices

Appendix A

Federal and State Transportation Program Descriptions and Local Interest

Federal Transit Administration Section 5307 – Capital and Operating Assistance

This program (49 U.S.C. 5307) makes Federal resources available to urbanized areas for transit capital and operating assistance in urbanized areas and for transportation related planning. An urbanized area is an incorporated area with a population of 50,000 or more that is designated by the Bureau of the Census.

Eligible purposes include planning, engineering design, and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus related activities such as replacement of buses, overhaul of buses, rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software. All preventive maintenance and some Americans with Disabilities Act complementary paratransit service costs are considered capital costs.

Federal Transit Administration Section 5309 – Capital Assistance

The transit capital investment program (49 U.S.C. 5309) provides capital assistance for three primary activities:

1. new and replacement buses and facilities,
2. modernization of existing rail systems, and
3. new fixed guideway systems (New Starts)

Eligible recipients for capital investment funds are public bodies and agencies (transit authorities and other state and local public bodies and agencies thereof) including states, municipalities, other political subdivisions of states; public agencies and instrumentalities of one or more states; and certain public corporations, boards, and commissions established under state law. Funds are allocated on a discretionary basis.

Federal Transit Administration Section 5310 – Elderly Individuals and Persons with Disabilities Capital Assistance

This program (49 U.S.C. 5310) provides formula funding to States for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each State's share of population for these groups of people.

Funds are obligated based on the annual program of projects included in a statewide grant application. The State agency ensures that local applicants and project activities are eligible and in compliance with Federal requirements, that private not-for-profit transportation providers have an opportunity to participate as feasible, and that the program provides for as much coordination of federally assisted transportation services, assisted by other Federal sources. Once FTA approves the application, funds are available for state administration of its program and for allocation to subrecipients within the state.

Kewaunee County (East Shore industries) has utilized the Section 5310 program to purchase capital equipment (vans and buses) to provide transportation services to the elderly and disabled.

Federal Transit Administration Section 5311 – Nonurbanized Area Formula Funds

This program (49 U.S.C. 5311) provides formula funding to states for the purpose of supporting public transportation in areas of less than 50,000 in population.

Federal Transit Administration Section 5316 – Job Access and Reverse Commute (JARC)

The Job Access and Reverse Commute (JARC) Program (49 U.S.C. 5316) provides formula funding to States and Designated Recipients to support the development and maintenance of job access projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, and for reverse commute projects designed to transport residents of urbanized areas to suburban employment opportunities.

Grants may finance capital projects and operating costs of equipment, facilities, and associated capital maintenance items related to providing access to jobs; promote use of transit by workers with non-traditional work schedules; promote use by appropriate agencies of transit vouchers for welfare recipients and eligible low income individuals; and promote use of employer-provided transportation including the transit pass benefit program.

Funds are allocated on a discretionary basis as follows: 60 percent to areas over 200,000 population; 20 percent to areas of under 200,000 population; and 20 percent to nonurbanized areas. The Federal/local share is 50/50.

Federal Transit Administration Section 5317 – New Freedom Program

The New Freedom Program (NFP) was established in the new transportation bill, SAFETEA-LU. The program purpose is to provide new public transportation services and public transportation alternatives beyond those currently required by the Americans with Disabilities Act of 1990 that assist individuals with disabilities with transportation, including transportation to and from jobs and employment support services. Eligible items include the following:

1. Support the capital and operating costs of new public transportation services and public transportation alternatives that are beyond those required by the Americans with Disabilities Act.
3. Funds may be used for 80 percent of capital expenses and 50 percent of operating expenses. There is no limitation on the amount of funds that can be used for operating expenses.
4. Purchasing vehicles and supporting accessible taxi, ride-sharing, and vanpooling programs.
4. Providing paratransit services beyond minimum requirements (3/4 mile to either side of a fixed route), including for routes that run seasonally.
5. Making accessibility improvements to existing transit and intermodal stations not designated as key stations.
6. Supporting voucher programs for transportation services offered by human service providers.
7. Supporting volunteer driver and aide programs.
8. Acquisition of transportation services by a contract, lease, or other arrangement.

9. Supporting mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.

State of Wisconsin Section 85.20 – State Urban Mass Transit Operating Assistance Program

Section 85.20 provides operating expenses of an urban mass transit system, including labor, fringe benefits, materials and supplies, utilities, insurance, purchased transportation services, license fees and lease expenses.

State of Wisconsin Section 85.21 – County Elderly and Persons with Disabilities Transportation Assistance Program

Section 85.21 provides counties with financial assistance to provide transportation services to elderly persons and persons with disabilities.

Appendix B

Kewaunee County Meeting - Letter of Invitation to Participate

July 15, 2008

RE: Kewaunee County Transportation Coordination Meeting

Dear Transportation Stakeholder:

In 2005, Congress passed the latest Federal Highway Transportation Bill (reauthorizing the surface transportation act) titled the *Safe, Accountable, Flexible, Efficient, Transportation, Equity Act: A Legacy for Users (SAFETEA-LU)*. As part of this reauthorization, Elderly and Disabled Transportation Program (5310), New Freedom Initiative, and Job Access and Reverse Commute (JARC) grant recipients had to meet minimal coordination planning requirements in order to be eligible for grants in 2007 and 2008.

The Federal Highway Bill required that all projects (grant request) from the programs listed above were to be part of a "*locally developed coordinated public transit-human services transportation plan*". In 2006, in order to meet the Federal requirements, a *Transit/Human Services Transportation Coordination Plan* was developed for Kewaunee County by the Bay-Lake Regional Planning Commission staff.

For Section 5310, JARC and New freedom Initiative grantees to continue to be eligible to receive funding in 2009 and beyond, **the 2006 plan must be reviewed and updated**. The Wisconsin Department of Transportation has developed a short county meeting process to comply with SAFETEA-LU requirements

The Kewaunee County Transportation Coordination meeting, to update the Plan, has been scheduled for **August 5th, 2008 beginning at 2:00 p.m. and ending at 4:00 p.m.**

The meeting will take place at the **Kewaunee County Hillcrest Office at 915 2nd Street, Kewaunee, Wisconsin.**

In addition to approving a list of proposed future transportation projects, the meeting will include updating an assessment of human services transportation coordination services within Kewaunee County; a review of the level of coordination between transportation programs; and, finally, development of an action plan for developing strategies and steps for improving coordination efforts. A meeting flyer is attached for distribution and posting to announce the county meeting.

Please RSVP to this meeting invitation by calling Sara Malay at the Aging Resource Unit office at (920) 388-00626. We look forward to seeing you on August 5th.

Sincerely,

Attachment: Meeting Agenda and County meeting flyer for posting and distribution

Appendix C

Kewaunee County Meeting - List of Invitees

WI Dept. of Transportation Attention: Chris Culotta P.O. Box 28080 Green Bay, WI 54324-0080	Laurie Bouche E2120 Cty Rd X Casco, WI 54205 (920) 837-2212	George Kruse E3790 Hemlock Lane Kewaunee, WI 54216 (920) 388-3325
East Shore Industries Attention: Ron Opicka 813 Rabas Street Algoma, WI 54201 (920) 487-3541	Don Kapinos E723 Krines Road Denmark, WI 54208 (920) 863-6920	Veterans Administration Attention: Joe Aulik 613 Dodge Street Kewaunee, WI 54216 (920) 388-7121
Kewaunee County Public Health Attention: Mary Halada 510 Kilbourn Street Kewaunee, WI 54216 (920) 388-7161	James Abrahamson 1411 Scott Street Kewaunee, WI 54216 (920) 388-0501	Kewaunee County Sheriff's Dept Attention: Dave Cornelius 620 Juneau Kewaunee, WI 54216 Emergency Government Atten: Lori Hucek 416 Fremont Street Algoma, WI 54201
Administrator Attention: Ed Dorner 613 Dodge Street Kewaunee, WI 54216 (920) 388-7111	Don Walter E4447 State Rd 54 Algoma, WI 54201 (920) 837-7222	
Harold Baudhuin E3557 Cty T Casco, WI 54205 (920) 837-7328	Aging Services Unit Mary Berkovitz Sara Malay 915 2nd Street Kewaunee, WI 54216 (920) 388-0626	

Private Transportation Providers Contacted

<u>Name</u>	<u>Location</u>	<u>Phone</u>	<u>Service Provided</u>
Medi-Van of Green Bay	Green Bay	800 631-1804	Accessible Transportation
Travel Aide	De Pere	800 631-1804	Accessible Transportation
Wheelchair Transport	Green Bay	920 494-3333	Accessible Transportation
Door County – Green Bay Shuttle	Sturgeon Bay	920 746-0500	Shuttle Van Service

Appendix D

Kewaunee County Meeting - Agenda

**KEWAUNEE COUNTY
PUBLIC/HUMAN SERVICES TRANSPORTATION
COORDINATION ASSESSMENT MEETING**

Date: August 5, 2008

*Location: Hillcrest Building,
915 2nd St. Kewaunee, WI 54216*

Time: 2:00 pm – 4:00 pm

AGENDA

Welcome and Introductions	2:00 pm to 2:10 pm
Overview and Purpose of the Meeting	2:10 pm to 2:25 pm
County Coordination Assessment Exercise	2:25 pm to 3:00 pm
Development of the County Action Plan	3:00 pm to 3:30 pm
Approval of County Projects	3:30 pm to 4:00 pm
Adjourn	4:00 pm

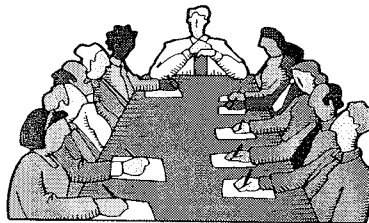
Facilitated by:

Jim Van Laanen
Regional Transportation Planner
Bay-Lake Regional Planning Commission
(920) 448-2820
jvanlaanen@baylakerpc.org

Appendix E

Kewaunee County Meeting - Flyer

Kewaunee County Transportation Coordination Meeting



Please Attend

A Transportation Coordination meeting for Kewaunee County, will be held to review a list of transportation program projects and to conduct a county assessment of public transit/human services transportation coordination.

Date: August 5th, 2008

Time: 2:00 p.m. - 4:00 p.m.

For information about the meeting, or transportation assistance to the meeting, please call Sara Malay the Aging Services Unit office at (920) 388-0626

Appendix F
Notice of Public Meeting

Notice of Public Meeting

A public meeting to identify proposed Federal transportation program grant applications will be held on August 5, 2008, from 2:00 a.m. until 4:00 p.m. at the Kewaunee County Hillcrest offices at 915 2nd St. Kewaunee, Wisconsin. The primary function of the meeting is to review and update the 2006, *Kewaunee County Human Services/Transit Transportation Coordination Plan* which must be done in order to maintain Kewaunee County's eligibility for certain Federal transportation program grants.

The updated Plan will include a list of future grant request for transportation services and capital expenditures for elderly and disabled persons and other employment- related transportation programs. The updated Plan will maintain Kewaunee County's eligibility for Federal grants for the provision of transportation programs and services to the county's elderly, disabled and low income citizens.

The meeting will also include the completion of a county assessment on public transit and human services transportation coordination from all transportation providers and stakeholders in attendance.

Anyone that is unable to attend the meeting but would like to submit comments in advance may send them to: Jim Van Laanen, Transportation Planner, Bay-Lake Regional Planning Commission, 441 South Jackson Street, Green Bay, Wisconsin. Phone: (920) 448-2820 or E-Mail: jvanlaanen@baylakerpc.org before September 1, 2008.

NOTE: No Comments Were Received

Bay-Lake Regional Planning Commission

Commission Members

Brown County

William Clancy
Toni M. Loch
Chris Swan

Door County

Paul DeWitt
Mariah K. Goode
Nomination Pending

Florence County

Edwin Kelley
Bruce Osterberg
Yvonne Van Pembrook

Kewaunee County

Mary Hanrahan
Brian Paplham
Charles R. Wagner

Manitowoc County

Donald C. Markwardt
Valerie Mellon
NyaLong Yang

Marinette County

Alice Baumgarten
Cheryl R. Maxwell, Vice Chairperson
Mary G. Meyer

Oconto County

Donald A. Glynn
Thomas D. Kussow
Lois L. Trever, Sect./Tres.

Sheboygan County

James E. Gilligan, Chairperson
Mike Hotz
Ron McDonald

Wisconsin Department of Commerce

Nomination Pending

Staff

Mark A. Walter
Executive Director

Jeffrey C. Agee-Aguayo, AICP
Transportation Planner III

Tony D. Bellovary
GIS Coordinator

Richard L. Heath
Assistant Director/Principal Planner

Richard J. Malone
Office Accounts Coordinator

Angela M. Pierce
Natural Resources Planner II

Brenda L. Rehberg
Administrative Assistant

Brandon G. Robinson
Community Assistance Planner III

Luann Rudolph
Community Planner

Joshua W. Schedler
GIS Specialist

James J. Van Laanen
Transportation Planner III

Ker Vang
Community Planner

