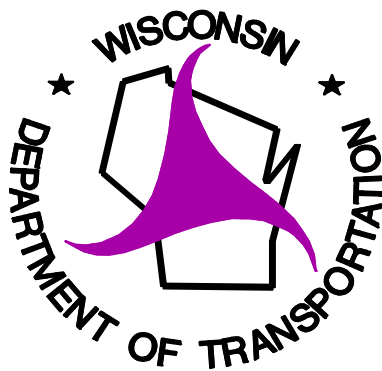


**SPECIALIZED  
TRANSPORTATION  
ASSISTANCE PROGRAM  
FOR COUNTIES**

**s.85.21 WIS. STATS**

**2012 APPLICATION**



**BUREAU OF TRANSIT AND LOCAL ROADS  
PUBLIC AND SPECIALIZED TRANSIT SECTION  
P.O. BOX 7913  
MADISON, WI 53707-7913  
(608) 266-6812**

**Alternate accessible formats  
of this document are available upon request.**

**Applications are due December 30, 2011**



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## APPLICATION SCHEDULE

State financial aid is available to counties through the 2012 Specialized Transportation Assistance Program for Counties (authorized by s.85.21). In order to receive aid, a county must provide a cash match and the Wisconsin Department of Transportation must receive a completed application by **December 30, 2011**.

The following schedule is to be followed in submitting the application:

1. Sections A-H of the application are drafted for public review.
2. A submittal letter signed by the County Board Chair, County Executive, County Administrator or designee, which formally applies for the available funds and certifies the availability of the required matching share.
3. Arrangements must be made for allowing input into the application process by those county agencies that provide or sponsor specialized transportation services. At a minimum, a county's Aging Unit must be given this opportunity. If a county has a Transportation Coordinating Committee that includes representatives from these entities, that committee's input meets this requirement.
4. A public hearing on the draft application must be held. Counties are required to hold this hearing **at least 10 days** after notice of the hearing is published and **at least two weeks** prior to the submittal of the application so that public comment can be fairly considered before an application is finalized and submitted.
5. The application must be submitted so that it is received by the Wisconsin Department of Transportation by December 30, 2011. An original and three copies are to be distributed as follows:
  - a. *The original is sent to Wisconsin Department of Transportation; Bureau of Transit, Local Roads, Railroads & Harbors; P.O. Box 7913; Madison, WI 53707-7913.*
  - b. A copy is sent to the appropriate Regional Office of Wisconsin Department of Health Services (see Appendix B).
  - c. A copy is sent to the appropriate Area Agency on Aging (see Appendix C).
  - d. A copy is sent to the appropriate Regional Planning Commission (see Appendix D). **Note:** Counties that are not under a Regional Planning Commission do not submit this copy. (No county submits a copy to the State Clearinghouse.)

Late submission of an application may delay the payment of a county's allocation

A contract will be executed between the Department of Transportation and each county at the time the application is approved. The contract will include, by reference, the county's approved application for 2012, and will be effective from January 1, 2012, through December 31, 2012. Upon complete execution of the contract, payment of the county allocations will be prepared for those counties that have submitted **all required reports for 2012**. Counties that have met all reporting requirements may expect to receive their full allocations in May or June of 2012. Allocations for those counties that have not complied with the reporting requirements will be

held until all outstanding reports are received by the Department. Counties that have not met the application and reporting requirements by June 15, 2012 will have their allocations held until all application requirements are met and outstanding reports transmitted.

## **PART I – PROGRAM INFORMATION**

### **A. Applicants**

Counties are the only eligible applicants for the program. Private for profit or private non-profit organizations may provide service for counties through contractual agreements. The transmittal letter formally applying for the county's 85.21 allocation **MUST** be signed by the County Board Chair, or the County Executive, or the County Administrator, or a specific individual named by one of these individuals in a letter sent to the Wisconsin Department of Transportation. A county may only submit one application.

### **B. Services Priorities**

State law permits, **but does not require**, counties to give priority to travel for medical, nutrition, and work-related activities. These activities are defined as follows:

**“Medical Activities”** means the procurement of medical or medically prescribed services or products. It also means participation in medical or medically prescribed activities. Programs of training, maintenance and supervision, or education do not fall within this definition.

**“Nutritional Activities”** means the consumption, purchase or receipt of food.

**“Work-related Activities”** means the performance of work, either voluntarily or for compensation, in order to produce goods or services. Trips for training or education do not fit this definition. A trip's purpose is established by the primary reason a person makes a trip. The method used by the county to establish priorities should be explained in the 2012 application. This explanation should list the types of trips given priority and the way that priority and non-priority trips are provided.

### **C. Passenger Eligibility and Other Service Limits**

Specialized transportation services receiving s.85.21 aid must be designed to serve the elderly and persons with disabilities. State statute 85.21 permits counties to transport the general public on a “space available” basis. If a county chooses to transport persons who are neither elderly nor disabled, it must ensure that the elderly and the disabled are not displaced or not served because of transportation provided to the general public. Examples of when space could be available to the public on a specialized service are:

- ◆ During idle time when vehicles are not being used for elderly or disabled transportation;
- ◆ When there is still unused seating capacity after a minimum advance reservation time has passed;
- ◆ When space is available on fixed schedule service.

- ◆ An elderly and/or disabled person's spouse/family member is treated as general public if the spouse/family member is NOT elderly or disabled.
- ◆ Elderly and persons with disabilities are given priority over the general population.

For program purposes, an "elderly person" is defined as any individual age 65 or older. An applicant may adopt a lower age limit to include persons age 55 and older.

Persons with disabilities are those individuals who, because of any temporary or permanent physical or mental condition or institutional residence, are unable, without special facilities or special planning or design, to use available transportation facilities and services as effectively as persons who are not so affected.

Counties cannot limit services to persons with disabilities based on any age requirements. Counties may require a disabled child be accompanied by a responsible adult during transport. However, the Department will not approve applications from counties that deny transportation service to disabled individuals. A group of projects, some or each of which serve different groups, may receive s.85.21 aid if the projects as a whole provide service for **ALL** elderly or disabled persons residing in the county.

Transportation services funded by s.85.21 aid must be designed to serve elderly individuals and persons with disabilities. Transportation of meals and equipment may only be done as an **incidental** part of a service whose purpose is to carry passengers. Vehicles or services that carry only meals or equipment are **NOT** eligible projects.

#### **D. Other Program Objectives**

Counties must make sure all services funded with s.85.21 aids are accessible, or that service provided to persons with disabilities is equivalent to that provided to non-disabled individuals. A county's specialized transportation project(s) should be accessible to persons who cannot walk or board a vehicle, or who do so with difficulty. Counties which do not assure accessible service may have their county allocation check held until accessible service for both elderly and disabled individuals is demonstrated.

Planning for the use of s.85.21 aids should be coordinated between different organizations providing transportation services. The Safe, Affordable, Flexible Transportation Equity Act-A Legacy for Users (SAFETEA-LU) requires funding for certain federal transportation programs be contingent upon the inclusion of a project into a locally developed coordinated public transit-human services transportation plan. The Wisconsin Department of Transportation believes s85.21 projects should be included in the county's coordination plans, and requires the participation of 85.21 program administrators in the ongoing development and review of these local coordination plans. Counties applying for their 85.21 funding will demonstrate how their project(s) meet a goal/strategy outlined in the 2008 locally developed coordinated public transit-human services transportation plan. If the s.85.21 projects do not meet a strategy in the 2008 coordination plan, the plan should be amended to include all projects funded by s.85.21.

## **E. Passenger Revenue Policy**

Counties shall either require a copayment by the user of the specialized transportation service or provide the user with an opportunity to make a voluntary contribution. Counties must establish the amount of copayment if one is required or recommend an amount for a voluntary contribution. Counties may exempt individuals from copayments in cases of an emergency, if an individual lacks the economic resources to make a payment, or if the individual is not competent to make a payment.

Counties also have the discretion over how they collect copayments when they are required. For example, copayments could be collected and kept by volunteer drivers. A county would then reimburse these drivers for their travel expenses, minus the amounts of copayment they received. Copayments could also be received from passengers and turned over to the volunteer drivers and turned into the organization sponsoring the driver-escort service. Volunteer drivers would then be reimbursed for the full amount of their travel expenses. Regardless of the method used, counties must account for and report all copayment revenues received.

Non-cash forms of exchange can be used for copayments provided they represent an obligation by someone to pay or complete the required copayment. A non-cash form of exchange could include such things as tickets, coupons, travel vouchers, tokens, punch cards, passes, or an ID card coupled with a billing account kept by the provider. Counties may wish to permit non-cash forms of exchange for the convenience of passengers. Some passengers may prefer to buy a multi-ride book of tickets or a pass, for example, instead of paying cash whenever a copayment is required.

Non-cash forms of exchange are also appropriate when a county has another source of financial aid which it can use under a passenger fare assistance program. This covers part or all of the copayment which is charged to a passenger. Typically, a passenger will present a ticket, coupon, etc. to the driver as evidence that their travel is being subsidized. The passenger will then pay a reduced copayment or none at all, and the transportation project will later redeem the tickets, etc. for the amount of copayments not paid by the passengers.

Counties using s.85.21 aid in a passenger fare assistance program have two requirements:

1. A county may not directly subsidize a provider of service with s.85.21 aid at the same time that it subsidizes the users of that same service with s.85.21 aid.
2. When s.85.21 aid is administered as part of a passenger fare assistance program, the aid may not pay the entire fee charged to a user (unless the fee has been waived).

## **F. Program Funding**

The method by which program funds are distributed to counties is set by state statute. Each county is allocated a share of the annual funding available for the program based on the county's share of the elderly and disabled population of the state. These shares are adjusted so that no county receives less than 0.5% of the total annual appropriation.

Each county, at a minimum, must provide a local **cash** match equal to 20 percent of its state aid allocation. The county's cash match **cannot** be made up of "in-kind" services, passenger copayments, or state and federal categorical aids. A county may contribute more than the required minimum local share to elderly and disabled transportation services. The local matching share used for another program cannot *also* qualify for the s.85.21 program.

### **G. Financial Management Guidelines**

1. Period for use of current aid: The allocated aid for 2012, and its county match, may be spent or obligated for all allowable net operating or equipment expenses incurred during the period beginning on January 1, 2012 and extending through December 31, 2012. Operating expenses are generally incurred when particular services are performed and equipment expenses are typically incurred when purchase orders are executed. Passenger revenue is earned when the service for which it was contributed was provided.

State s.85.21 aid which has not been expended for 2012 expenses must be returned to the Department of Transportation, unless the aid is to be held by the county in trust. (See item 3 below.)

2. Treatment of passenger revenue: Passenger revenue earned during 2012 should be deducted from expenses incurred during 2012 in order to determine net expenses eligible for reimbursement from the state aid and local match. Passenger revenue includes both voluntary contributions and required copayments or fares. **Counties must account for all passenger revenues, including revenues retained by subcontractors, in the county project budgets.**
3. Retention of aid for future use: Sec. 85.21 (3)(c) authorizes counties to hold s.85.21 aids in trust for the "purpose of providing services authorized under this section or of acquiring or maintaining equipment used for services authorized under this section or both."

Appendix G lists counties with approved trust arrangements. These counties must annually review and update their plans for using the s.85.21 aids held in trust. Counties may also estimate in their 2012 budget the amount of aid from the 2012 allocation that will be added to their 2012 trust fund accounts. Counties with trust arrangements are required to follow specific trust conditions that govern management and use of trust funds. Effective January 1 2006, the amount of aid to any county that can be held in trust is limited to \$80,000. All conditions governing trust funds are summarized in Part II of Appendix G.

A county with no approved trust fund arrangement, nor plans to establish one in 2012, does not need to address trust fund matters in the 2012 application. A county desiring to establish a trust arrangement should indicate its intention to do so to the Bureau of Transit, Local Roads, Railroads & Harbors by January 15, 2012 taking the steps outlined in Part III of Appendix G.

4. Allowable costs: A county may use s85.21 allocated aid for the following purposes:

- ◆ Directly provide transportation service (including the operation and dispatching of vehicles, maintenance, and administration of service).
- ◆ Assist in funding or purchase transportation service from any public or private provider.
- ◆ Coordinate transportation services.
- ◆ Perform or purchase in-service transportation training.
- ◆ Purchase equipment such as human services vehicles, wheelchair lifts and ramps, and two-way radio communications systems.
- ◆ Directly subsidize passengers for use of transportation services including reduced fare programs. Programs of this sort permit the elderly and/or disabled to use existing transportation services such as public transit, taxis, or SMV carriers at a reduced fare. Typically, the passenger pays part of the fare while the sponsoring county pays the other part of the fare through a ticket or coupon the passenger gives to the driver.
- ◆ S.85.21 aide can be used to undertake planning or management studies of coordinated, county-wide, or multi-county specialized transportation services. These studies must be designed to help counties plan for, or adopt, new or revised systems of transportation which promise to provide improved specialized transportation service throughout one or more counties. Such studies could include service inventories, needs estimates, service evaluations, and the design and implementation of new or different types of service (including the organizational and administrative aspects of service or centralized dispatch).

**A county cannot spend s.85.21 allocated aid for the following:**

- ◆ Transportation of goods or freight except as an incidental part of passenger service.
- ◆ Expenses of advisory committees to transportation projects, except where such committees are required to complete planning or management studies.
- ◆ General government expenses not specifically related to the provision of transportation services to the elderly and people with disabilities.

See Appendix F for a more complete listing of allowed and disallowed costs.

5. Third Party Contracts: A county must have a contract, agreement, purchase order or other legal equivalent to use s.85.21 aids to purchase service from or make grants to third parties. The initial agreement for transportation services with total expenses of \$10,000 or more annually must be awarded through a competitive public procurement process. These agreements require competitive procurement at least once every five years.. The following situations are exempt from the third party contract requirement:

- ◆ Grants or purchases of services costing \$100.00 or less per occurrence
- ◆ Expense reimbursement arrangements for volunteer drivers

Copies of third party contracts shall be submitted as Section J of the application.

6. Audits: Counties are subject to program and project audits by WisDOT. A county's financial management standards and record keeping practices must be adequate to do the following:
- ◆ Identify the amounts and dates of project expenses; these must be supported with valid receipts, invoices or other records.
  - ◆ Prevent the charging of ineligible expenses to the s.85.21 grant.
  - ◆ Identify the county's matching share for audit purposes.
  - ◆ Identify passenger revenue earned from s.85.21 services.
  - ◆ Allocate project expenses to the appropriate sponsoring program (if more than one program financially sponsors or subsidizes a project) and prevent the double charging of expenses to different programs.
  - ◆ Prevent the "carry-over" of a balance of s.85.21 which has not been expended during the year or retained in trust as allowed by s.85.21(3)(c), Wis. Stats

## H. Reporting


Counties must keep accurate records of the transportation services that receive s.85.21 assistance. At a minimum, the following information must be recorded:

- ◆ the total number of one-way passenger trips by type of passenger
- ◆ the total number of one-way passenger trips by trip purpose
- ◆ total expenses of the transportation services
- ◆ the total hours of service provided
- ◆ the total trip miles provided

The Department of Transportation, Bureau of Transit, Local Roads, Railroads & Harbor, requires semi-annual reports of the above listed information. Semi-annual reports will be automated to record the information directly to our database. New reports will be available on-line by December 15, 2011.

<b>REPORT</b>	<b>DUE DATE(S)</b>
Semi-Annual Ridership Report	August 15, 2012 and March 1, 2013
Annual Financial Report	March 15, 2013

If a due date for submitting a report to the Department falls on a Saturday, Sunday or holiday, the due date shall be the first following business day.



## PART II. APPLICATION FORMAT AND PROCESS

### APPLICATION COVER SHEET AND TABLE OF CONTENTS

County Name \_\_\_\_\_

You are required to number all pages and to organize the application according to the following format. The completed Application Cover Sheet and Table of Contents should be the first items in the s.85.21 application. These forms must be completed (provide page numbers) and attached to the front of the completed application. These forms facilitate application evaluation. Incomplete applications will be returned.

	Page(s)
Table of Contents	1
Applicant Information Form	2
Section A - Transmittal Letter to Include:	
Match Assurance	
Signature (or delegating letter) of County Board Chair, County Executive or County Administrator	
Section B – Accessibility	
Section C – Coordination	
Section D - Service Priorities	
Section E - Projects (One Section E is required for each project)	
Section F - Plan for use of Aids Held In Trust (if applicable)	
Plan for Acquisition/Maintenance of Transportation Form	
Section G - Planning/Managerial Study	
Section H - Proposed Budget(s) (One budget form for each project)	
Project Budget Form(s)	
Budget Summary Form	
Section I - Local Review (include public hearing notice)	
Evidence the County Aging Unit, and/or the TCC has had an Opportunity to Comment or Participate	
Public Hearing Notice	
Summary of Public Hearing	
Section J - Third-Party Contracting	
Third Party Contracting Form	
Copies of Third Party Contract(s)	

**APPLICANT INFORMATION FORM**

County Designated Person Who Prepared this Application

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Address

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Telephone Number	
Fax Number	
E-Mail Address	

Person (s) Who Will Administer the Transportation Projects

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Address

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Telephone Number	
Fax Number	
E-Mail Address	

Person (s) Who Will Submit Required Reports

Address

Telephone Number  
Fax Number  
E-Mail Address

## **SECTION A – APPLICATION AUTHORIZATION AND MATCH ASSURANCE**

Each transmittal letter must formally apply for the county's s.85.21 allocation and must assure the county has included sufficient funds to match the s85.21 aid (for which it is applying) in the county's approved budget for 2012. The county board chair, the county executive, or the county administrator must sign the transmittal letter. If the signing individual wishes to delegate their authority, a letter delegating this authority should be included as part of this application.

## **SECTION B - ACCESSIBILITY**

- a. Will s.85.21 aid be used in 2012 for the transportation of persons who cannot walk or who walk with assistance?
- b. If *No*, explain how the Americans with Disabilities Act (ADA) requirements for equivalency of service will be met.
- c. Describe the county's plans, if any, for increasing the level of accessible transportation service funded by s.85.21 aids.

## **SECTION C – COORDINATION (new requirement)**

Over the past four years all counties have been part of two different transportation coordination planning processes (2006 and 2008) to develop a “locally developed coordinated public transit-human services transportation plan”. Federal grant projects (New Freedom, WETAP, and the Capital Assistance Program for Elderly and Disabled (5310) are required to have their projects derived from the coordination plan. Since s.85.21 supports the funding of specialized transit (elderly and disabled) in every county, the s.85.21 application and the public hearing for the funding will be tied to the county and region coordination plan. A narrative summary of how s.85.21 funds are used to fund projects outlined through the assessment completed during the 2008 coordination plan process should show:

- Identification of current transportation resources,
- Assessment of transportation needs and gaps for the elderly and disabled populations,
- 2008 coordination plan goals/strategies/activities to remedy the needs and gaps. Description of how specialized services in the county are coordinated, and
- Identification of the collaborating partners in coordination, including participation in the s.85.21 application development and approval.

## **SECTION D - SERVICE PRIORITIES**

Does the county use trip purpose priorities as part of its administration of specialized transportation projects funded with s.85.21 aids?

If Yes: Describe trip priorities for all projects.

- List the trip purposes allowed as priority trips for each project with prioritized trips.

- Describe how non-priority trips needs are met.

## **SECTION E - PROJECTS**

Describe for each project:

1. The general type of service (volunteer driver; van/bus; administration; fare assistance programs or combination program).
2. The organization(s) sponsoring and providing the service. If the organization which sponsors or purchases service is different from the one which actually provides or operates the service, identify both organizations.
3. The number, type and capacity of vehicles expected to be used (i.e., cars owned by volunteer drivers, two mini-buses with lift and space for 1 wheelchair and 7 seated passengers). Indicate any vehicles not wheelchair-accessible.
4. List the hours of operation for the service. If areas of the county are not being served during all hours of operation, list the hours, days, and times, service is available to these areas. If areas of the county have no service, describe plans to remedy.
5. The level of service offered (i.e., regular, fixed route between fixed bus stops; flexible route from which a vehicle can deviate to provide door-to-door service if needed; door-to-door service which follows no particular route).
6. The manner in which service may be requested. If advanced reservations are required,, describe how far in advance the request be made?
7. The type of passengers eligible for service or a subsidy. It is assumed that, unless otherwise noted, all elderly individuals and all persons with disabilities are eligible for all 85.21 funded services. If restrictions are applied, the applicant should identify these restrictions to a potential passenger's receiving service or a travel subsidy. If there are different requirements for different types of passengers, these requirements need to be identified. Describe how the county intends to serve persons who are *neither* elderly nor disabled.
8. The passenger revenue (copayment) policy. Indicate if a program has a required copayment or if voluntary contributions are allowed. In the case of required copayments, indicate the amount and how copayments are collected. If s.85.21 aid is used in a passenger fare-assistance program, indicate how much of the fare is paid by the subsidy and how much the passenger pays. If other sources of aid subsidize copayments required by s.85.21, indicate what the sources are, how much of the copayment is subsidized and how the subsidy mechanism works.

**SECTION F - EQUIPMENT ACQUISITIONS; PLAN FOR AIDS HELD IN TRUST (IF APPLICABLE)**

If a county plans to expend money from its trust fund in 2012, or if a county intends to hold, or is holding s.85.21 aid in trust for expenditure after 2012, provide the following information regarding trust expenditures:

1. Type and amount of expenditure items.  
For vehicle purchases, indicate:
  - a. If the vehicle will have wheelchair lifts or ramps. Describe vehicle capacity for seated passengers and passengers in wheelchairs.
  - b. The owner of the equipment
  - c. The projected cost of the equipment
  - d. The planned year of purchaseFor non-equipment related expenditures, explain:
  - e. The program receiving fundingIf the trust-fund expenditures are for a special project or are for normal operating expenses.
2. For capital equipment purchases, including vehicles, complete the Plan for Acquisition/Maintenance of Transportation Equipment Form (Page 19)

**SECTION G - PLANNING/MANAGERIAL STUDY**

For 2012, if a study, using any s.85.21 funding is proposed address the following issues (complete **ONLY** if s.85.21 funds are to be used to fund all or part of the study):

1. Purpose of the study
2. The extent and way in which financial sponsors, providers and consumers of specialized transportation will be involved in the study.

**SECTION H - PROPOSED BUDGET**

For the s.85.21 application, a project budget information is contained in an Excel workbook.

1. A number of worksheet pages are included to record a separate budget for each project. For each project, record all passenger revenues, even those retained by sub contractors.
2. A budget summary worksheet listing all project budgets is included as part of the worksheets. Both the individual project budgets and the project summary budget sheet need to be completed and sent with the s.85.21 grant application to the Wisconsin Department of Transportation.

## **SECTION I - LOCAL REVIEW**

1. The following organizations must be offered the opportunity to comment or participate in the preparation of the application:
  - ◆ County Aging Unit

If these agencies or their representatives are members of a Transportation Coordinating Committee (TCC) or equivalent that committee's review of the application satisfies the requirement.

Approval of the application by a TCC can be demonstrated in the application by the inclusion of the minutes of the meeting in which the approval was granted. If a county's transportation committee does not include members of these boards, then the application must be presented for review and comment to the county's Aging Unit and 51.42/51.437 boards (both boards if not in a unified board county). Evidence of their review should be included in this section of the application. Such evidence could consist of written endorsements; recommendations or criticism; or the written minutes of meetings attended by the above organizations at which the contents of this application were discussed. If a county includes a Federal reservation on which Native Americans reside, the tribal aging unit or tribal chairman should be included in the application process. Written evidence that this comment was solicited should be included in the application.

2. Complete the Public Hearing Notice Form (Page 24). Applicants are required to hold a public hearing so any interested person in the county may be informed of the county's proposed plan for spending s.85.21 aid in 2012 and offer their comments **before** the application is submitted. The hearing does not need to be held separately from other hearings; it may, for example, be combined with hearings on a county's aging plan. If such a combined hearing is held, a county must be sure that its public notice of the hearing announces that the county's s.85.21 application is included as a subject of the hearing.

An applicant must include the following steps or features in its hearing process:

- ◆ **NOTICE OF THE HEARING MUST BE PUBLISHED AT LEAST 10 DAYS PRIOR TO THE HEARING** in the official county newspaper, or a newspaper likely to be read by persons in the county.
- ◆ The notice must indicate an overview of the s.85.21 2011 budget and programming and an outline of proposed budget and programs for 2012.
- ◆ The hearing should be scheduled at a time and in an accessible location that will encourage attendance. The notice must include an offer of transportation to the public hearing for elderly and persons with a disability to attend the hearing.
- ◆ Copies of the draft application (consisting of at least Sections B through H) must be available for public review prior to the hearing. The published hearing notice must indicate where copies of the draft are available.

- ◆ **THE HEARING MUST BE SCHEDULED AT LEAST TWO WEEKS PRIOR TO THE SUBMISSION DATE OF THE COMPLETED APPLICATION, and a minimum of 20 days after the release of the 2012 application**
- ◆ **The 2008 coordination plan will be reviewed as it relates to the 2012 proposed projects including a discussion of needs and gaps.**
- ◆ **All services including route and hours of operation will be discussed at the hearing.**
- ◆ **Describe efforts to announce/post the public meeting notice i.e. flyers posted at the library, city and county offices, etc.**
  - a. Provide a brief summary of the hearing that describes:
    - ◆ How many persons attended the hearing and identification of the organization or group the individual represented,
    - ◆ The views and opinions expressed by attendees as well as written comments submitted. A verbatim transcript of the hearing is not required

## **SECTION J - THIRD-PARTY CONTRACTING**

1. A contract, agreement, purchase order or other legal equivalent must be executed by a county in order to use s.85.21 aids to purchase service from or make grants to third parties. Exceptions to this are when the cost of the purchased service is \$100 or less or when reimbursing volunteer drivers for their services. (NOTE: Known costs for purchases of service cannot be broken down into quarterly or monthly installments of \$100 or less to avoid having to enter into a third party agreement.)
2. Complete the Third-Party Contracting Form (Page 25).
3. Attach copies of all executed third party contracts. In the event that the third party contract has not yet been executed, attach a draft copy of the contract along with a list showing the party or parties from whom you will be purchasing service.

Note: Counties that choose to grant to or purchase service from third parties retain the responsibility for complying with all program requirements. The following is a list of suggested clauses which, when developed into appropriate contract language, should form a comprehensive agreement which will extend to a third party the same requirements that the Department imposes on a county. No contract between a county and a third party shall release a county from its contractual obligation to the Department under this program.

### **CLAUSES REQUIRED IN THIRD-PARTY CONTRACTS**

- ◆ Length, or term, of contract
- ◆ Description of services to be performed
- ◆ Statement that passenger revenue must be used to offset transportation expenses

- ◆ Cost standards
  - ◆ Aids paid to the contractor but not spent on allowable expenses during contract term must be refunded to the county
  - ◆ Contract maximum
  - ◆ Method of payment of contract funds
  - ◆ Reporting requirements
  - ◆ Record keeping requirements
  - ◆ Right of WisDOT or county personnel to conduct audit
4. Third party contracts for the purchase of transportation services exceeding \$10,000 or more, is subject to a competitive procurement process at least once every five (5) years.  
COUNTIES MUST INDICATE THE LAST YEAR FOR WHICH THE CONTRACT WAS SUBJECT TO A BID, RFP OR RFQ PROCESS.

#### **SECTION K - PROJECT BUDGET**

Complete a budget for each project and the Budget Summary on the appropriate attached Excel Spreadsheets. Return the worksheets electronically to the Bureau of Transit, Local Roads, Railroads and Harbors. **Use the most current forms on the website.**

<http://www.dot.wisconsin.gov/localgov/transit/countyelderly.htm>

*Note: Please include within your application whether or not you intend to use 85.21 funding as your local match for the 5311, 5307, 5310, New Freedom (5317), and WTAP (5316).*





**THIRD PARTY CONTRACTING FORM**

<b>Proposed Project Name</b>	<b>Anticipated Contractor Name</b>	<b>FEIN #</b>	<b>Contract Required (Yes/No)</b>	<b>Bidding Required (Yes/No)</b>	<b>Year Last Bid For</b>	<b>Date of Contract</b>	<b>Term of Contract (in years)</b>

**PLAN FOR ACQUISITION/MAINTENANCE OF TRANSPORTATION EQUIPMENT**

ITEM		OWNER OF EQUIPMENT		PROJECTED COST		PLANNED YEAR OF PURCHASE	
County				Prepared By			
Organization:				Date			
Amount of s.85.21 Aid Held in Trust as of 9/30/11				\$			
Total Projected Cost for This Plan				\$			

## PART IV – APPENDICES/SAMPLES

### APPENDIX A - 2012 ALLOCATIONS OF S. 85.21 AID

COUNTY	ELDERLY AMBULATORY	ELDERLY DISABLED	NON-ELD DISABLED	TOTAL E+D POP.	ALLOCATION	LOCAL MATCH
ADAMS	3,522	831	583	4,936	\$75,337	\$15,067
ASHLAND	2,105	612	380	3,097	\$68,117	\$13,623
BARRON	6,114	1,824	1,054	8,992	\$137,258	\$27,452
BAYFIELD	2,178	558	440	3,176	\$68,117	\$13,623
BROWN	20,352	5,998	4,870	31,220	\$476,570	\$95,314
BUFFALO	1,828	563	306	2,697	\$68,117	\$13,623
BURNETT	2,746	701	438	3,885	\$68,117	\$13,623
CALUMET	3,936	1,115	838	5,889	\$89,893	\$17,979
CHIPPEWA	6,922	2,194	1,348	10,464	\$159,727	\$31,945
CLARK	4,270	1,326	635	6,231	\$95,123	\$19,025
COLUMBIA	6,329	1,827	1,118	9,274	\$141,557	\$28,311
CRAWFORD	2,128	705	364	3,197	\$68,117	\$13,623
DANE	34,464	9,921	8,442	52,827	\$806,405	\$161,281
DODGE	9,463	3,091	1,568	14,122	\$215,560	\$43,112
DOOR	4,465	1,258	570	6,293	\$96,069	\$19,214
DOUGLAS	5,008	1,490	1,085	7,583	\$115,756	\$23,151
DUNN	3,857	1,083	850	5,790	\$88,365	\$17,673
EAU CLAIRE	9,378	2,767	1,919	14,064	\$214,687	\$42,937
FLORENCE	721	226	128	1,075	\$68,117	\$13,623
FOND DU LAC	11,201	3,470	1,687	16,358	\$249,711	\$49,942
FOREST	1,534	495	324	2,353	\$68,117	\$13,623
GRANT	6,043	1,876	1,085	9,004	\$137,446	\$27,489
GREEN	4,184	1,199	781	6,164	\$94,096	\$18,819
GREEN LAKE	2,978	742	358	4,078	\$68,117	\$13,623
IOWA	2,537	708	424	3,669	\$68,117	\$13,623
IRON	1,271	374	178	1,823	\$68,117	\$13,623
JACKSON	2,346	686	519	3,551	\$68,117	\$13,623
JEFFERSON	7,913	2,137	1,563	11,613	\$177,281	\$35,456
JUNEAU	3,653	1,003	694	5,350	\$81,656	\$16,331
KENOSHA	14,662	4,013	3,785	22,460	\$342,844	\$68,569
KEWAUNEE	2,579	702	432	3,713	\$68,117	\$13,623
LA CROSSE	10,868	3,404	2,116	16,388	\$250,175	\$50,035
LAFAYETTE	2,090	529	296	2,915	\$68,117	\$13,623
LANGLADE	3,247	873	478	4,598	\$70,192	\$14,038
LINCOLN	3,817	1,228	640	5,685	\$86,784	\$17,357
MANITOWOC	10,451	2,894	1,454	14,799	\$225,905	\$45,181
MARATHON	13,894	3,859	2,534	20,287	\$309,674	\$61,935
MARINETTE	6,195	1,749	928	8,872	\$135,437	\$27,087
MARQUETTE	2,444	647	373	3,464	\$68,117	\$13,623

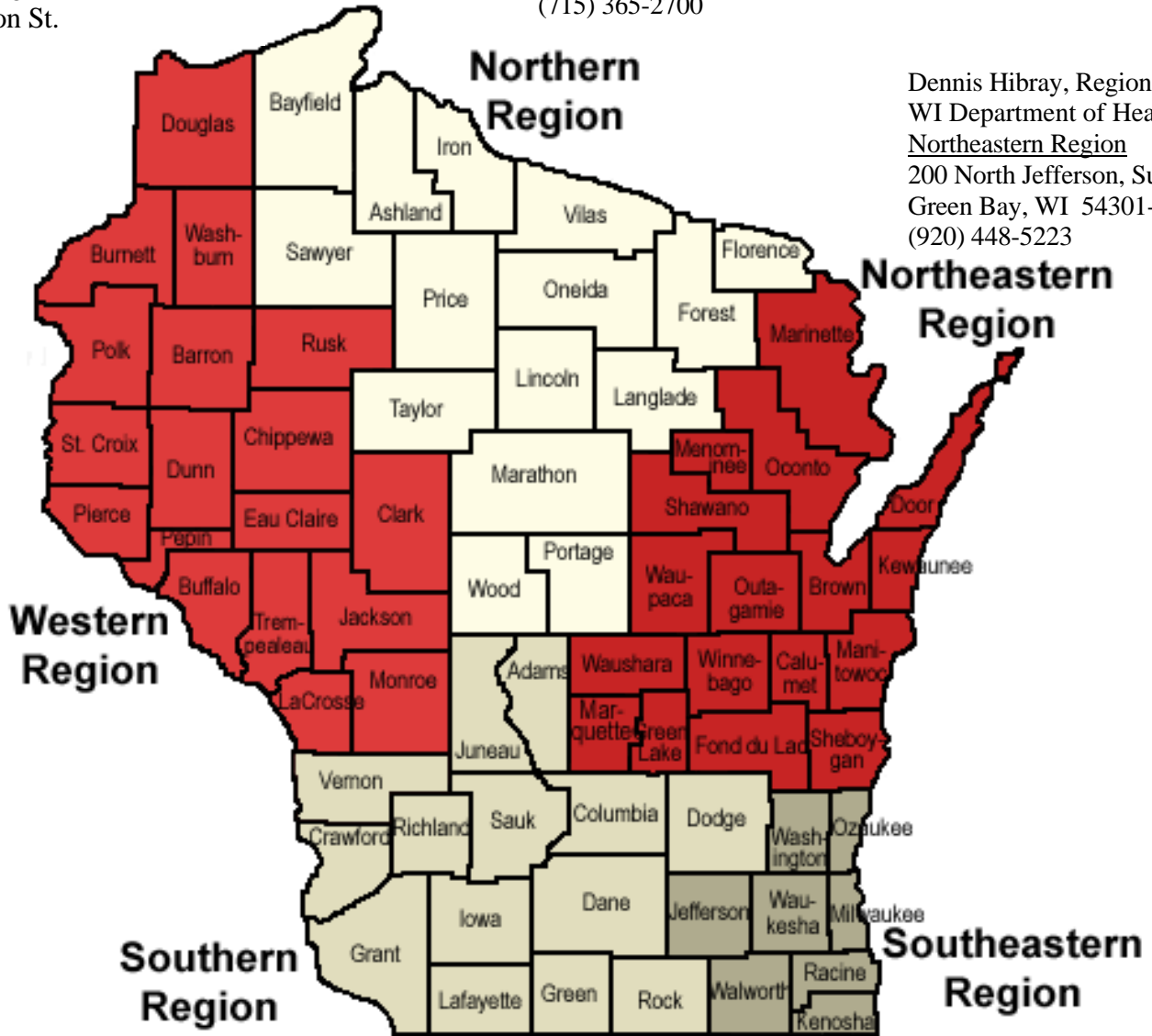
COUNTY	ELDERLY AMBULATORY	ELDERLY DISABLED	NON-ELD DISABLED	TOTAL E+D POP.	ALLOCATION	LOCAL MATCH
MENOMINEE	324	70	135	529	\$68,117	\$13,623
MILWAUKEE	93,202	26,967	24,334	144,503	\$2,205,827	\$441,165
MONROE	4,655	1,577	1,068	7,300	\$111,438	\$22,288
OCONTO	4,658	1,321	776	6,755	\$103,129	\$20,626
ONEIDA	5,707	1,646	1,108	8,461	\$129,164	\$25,833
OUTAGAMIE	14,824	4,402	2,909	22,135	\$337,892	\$67,578
OZAUKEE	8,962	2,040	1,190	12,192	\$186,119	\$37,224
PEPIN	977	330	158	1,465	\$68,117	\$13,623
PIERCE	3,046	875	754	4,675	\$71,362	\$14,272
POLK	5,336	1,644	1,033	8,013	\$122,320	\$24,464
PORTAGE	6,134	1,664	1,175	8,973	\$136,972	\$27,394
PRICE	2,324	725	361	3,410	\$68,117	\$13,623
RACINE	19,188	4,983	4,100	28,271	\$431,560	\$86,312
RICHLAND	2,459	701	354	3,514	\$68,117	\$13,623
ROCK	15,858	4,622	3,668	24,148	\$368,616	\$73,723
RUSK	2,189	704	382	3,275	\$68,117	\$13,623
ST.CROIX	5,905	1,967	1,344	9,216	\$140,682	\$28,136
SAUK	6,962	1,936	1,308	10,206	\$155,803	\$31,161
SAWYER	2,547	668	560	3,775	\$68,117	\$13,623
SHAWANO	5,537	1,662	869	8,068	\$123,147	\$24,629
SHEBOYGAN	12,521	3,909	2,126	18,556	\$283,251	\$56,650
TAYLOR	2,364	704	392	3,460	\$68,117	\$13,623
TREMPEALEAU	3,480	1,211	636	5,327	\$81,322	\$16,264
VERNON	3,845	1,250	587	5,682	\$86,737	\$17,347
VILAS	4,245	1,093	718	6,056	\$92,448	\$18,490
WALWORTH	10,283	2,949	1,999	15,231	\$232,501	\$46,500
WASHBURN	2,538	764	441	3,743	\$68,117	\$13,623
WASHINGTON	11,416	3,353	2,000	16,769	\$255,972	\$51,194
WAUKESHA	35,671	10,543	5,539	51,753	\$790,025	\$158,005
WAUPACA	6,285	2,786	1,119	10,190	\$155,555	\$31,111
WAUSHARA	3,904	1,028	555	5,487	\$83,766	\$16,753
WINNEBAGO	16,149	4,711	2,888	23,748	\$362,509	\$72,502
WOOD	9,170	2,667	1,475	13,312	\$203,201	\$40,640
<b>TOTAL</b>	<b>576,358</b>	<b>168,150</b>	<b>115,646</b>	<b>860,154</b>	<b>\$13,623,400</b>	<b>\$2,724,667</b>

\*Allocations are based on estimates of elderly and disabled persons as of January 1, 2010.

**APPENDIX B - DEPARTMENT OF HEALTH SERVICES**  
**REGIONAL OFFICES**

Elizabeth Giese, Regional Director  
 WI Department of Health Services  
Western Region  
 610 Gibson St.

Vacant, Regional Director  
 WI Department of Health Services  
Northern Region  
 2187 North Stevens, Suite C  
 Rhinelander, WI 54501  
 (715) 365-2700



Dennis Hibray, Regional Director  
 WI Department of Health Services  
Northeastern Region  
 200 North Jefferson, Suite 411  
 Green Bay, WI 54301-5191  
 (920) 448-5223

Mary Young, Regional Director  
 WI Department of Health Services  
Southern Region  
 1 West Wilson Street, Rm 118  
 PO Box 7850 Madison, WI 53704  
 (608) 261-3500

Robert L. Harris, Regional Director  
 WI Department of Health Services  
Southeastern Region  
 819 N. 6<sup>th</sup> Street, Room 609-A  
 Milwaukee, WI 53203-1697  
 (414) 227-4860

## **APPENDIX C - AREA AGENCIES ON AGING**

### **Dane County Area Agency on Aging**

Barbara Thoni, Executive Director  
2322 S. Park St, #A  
Madison, WI 53713

### **Milwaukee County Area Agency on Aging**

Stephanie Sue Stein, Executive Director  
310 W. Wisconsin Avenue, #5W  
Milwaukee, WI 53203

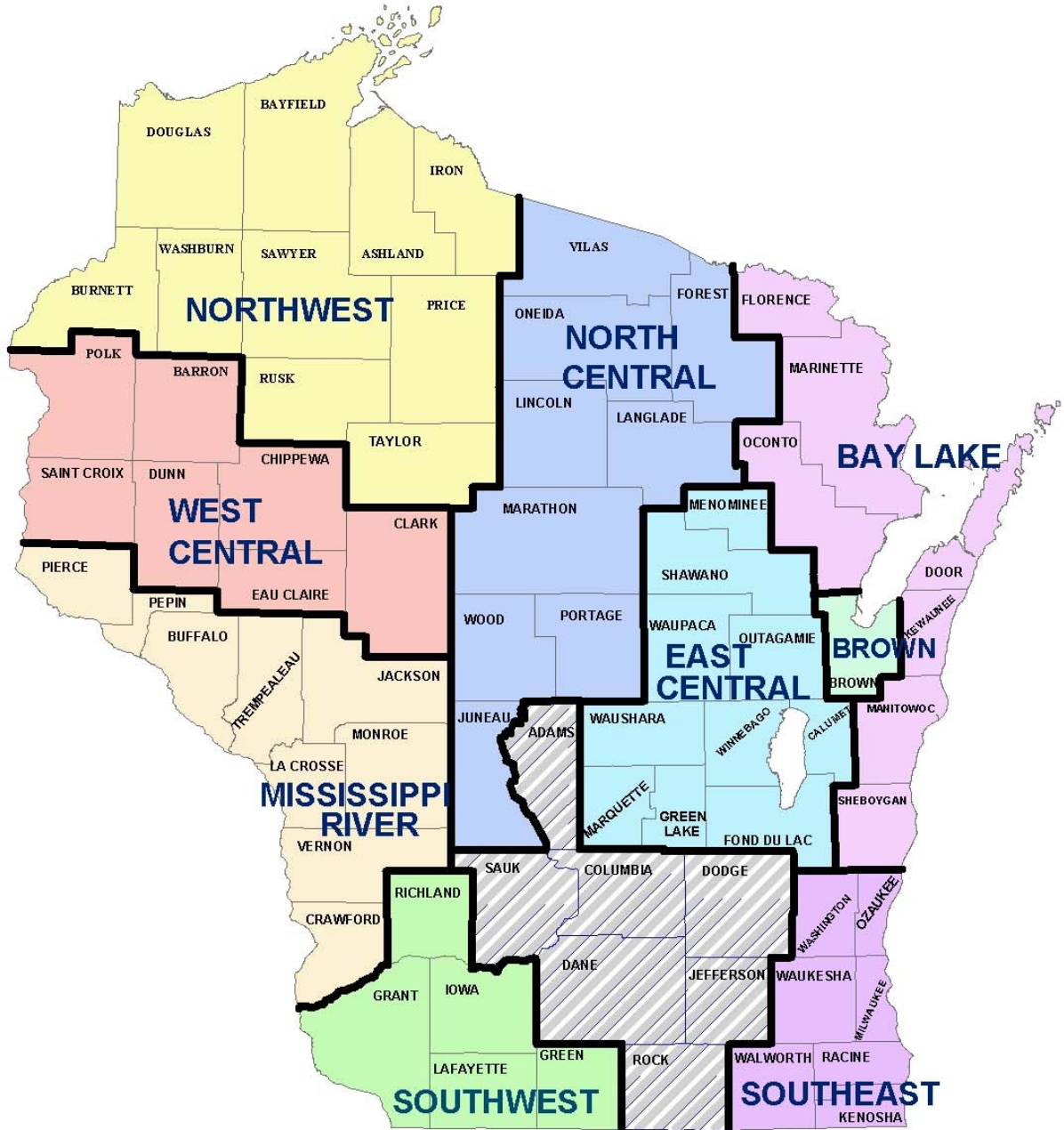
### **Greater Wisconsin Agency on Aging Resources (all other Counties)**

Bob Kellerman, Executive Director  
1414 MacArthur Road, Suite A  
Madison, WI 53714

**APPENDIX D - REGIONAL PLANNING COMMISSIONS**

<p>Mr. Ken Yunker, Director  Southeastern Wis. Regional Planning Commission  W239 N1812 Rockwood Drive  P.O. Box 1607  Waukesha, WI 53188  (262) 547-6721</p>	<p>Mr. Larry Ward, Director  Southwestern Wis. Regional Planning Commission  719 Pioneer Tower, One University Plaza   Platteville, WI 53818  (608) 342-1214</p>
<p>Mr. Myron Schuster, Director  Northwest Regional Planning Commission  1400 S. River Street  Spooner, WI 54801  (715) 635-2197</p>	<p>Mr. Dennis Lawrence, Director  North Central Wis. Regional Planning Commission  210 McClellan St., Suite 210  Wausau, WI 54403  (715) 849-5510</p>
<p>Mr. Eric Fowle, Director  East Central Wis. Regional Planning Commission  400 Ahnaip St., Suite 100  Menasha, WI 54952-3100  (920) 751-4770</p>	<p>Mr. Jay Tappen, Director  West Central Wis. Regional Planning Commission  800 Wisconsin St., Mailbox #9  Eau Claire, WI 54703-3606  (715) 836-2918</p>
<p>Richard Heath, Interim Director  Bay-Lake Regional Planning Commission  441 S. Jackson St.   Green Bay, WI 54301  (920) 448-2820</p>	<p>Mr. Chuck Lamine, Exec. Director  Brown County Planning Commission  City Hall, Room 608  100 North Jefferson Street  Green Bay, WI 54301-5026  (920) 448-3422</p>
<p>Mr. Greg Flogstad, Director  Mississippi River Regional Planning Commission  1707 Main St., Suite 240  La Crosse, WI 54601  (608) 785-9396</p>	<p>Mr. Mike King, Director  Dane County Regional Planning Commission  30 W. Mifflin St., Suite 402  Madison, WI 53703  (608) 266-4137</p>

# REGIONAL PLANNING COMMISSIONS



**NOT A REGIONAL PLANNING COMMISSION**

## **APPENDIX E - COST STANDARDS**

### **Allowable Costs**

**LABOR.** Wages paid to employees in exchange for labor. These are wages that are typically paid to drivers; passenger aides or escorts (but not volunteers); dispatchers; service coordinators or brokers; mechanics; administrative, planning or other technical personnel.

**FRINGE BENEFITS.** Payments made to others on behalf of employees, or payments to employees, for something other than their performance of work.

Fringe benefits are payments on behalf of the employees to other parties such as an insurance company or a governmental tax authority. These payments are for FICA, pension plans, medical and dental insurance, and other insurance plans. Fringe benefits may also include payments to employees for something other than work such as paid sick leave, paid holidays, and paid vacation.

**MATERIALS AND SUPPLIES.** The cost of materials or supplies consumed from inventory or purchased for immediate use.

Materials and supplies include tangible products such as fuel and lubricants; tires; equipment maintenance supplies and spare parts; and office supplies. Freight charges and sales tax (unless purchasing agency is tax exempt) can be included.

**UTILITIES.** Payments to utility companies for their resources.

Payments to utilities are made for such resources as gas, water, sewer, electricity, radio repeater service, telephone service, etc. Cable/satellite television is considered entertainment (unallowable cost) rather than a necessary utility.

**LIABILITY AND CASUALTY COSTS.** Payments for insurance programs that protect a project from losses incurred or caused by the project; payments to others for their losses caused by the project.

**TAXES.** Taxes levied on a project by federal, state, and local governments, but not including income taxes.

**PURCHASED TRANSPORTATION SERVICE.** Payments made to other organizations for the provision of transportation service. Other organizations would typically include a Section 5310 grantee or other private, nonprofit corporation; a public transit system; or private contractors such as school bus operators, taxi firms, or lift-equipped van services.

**OTHER PURCHASED SERVICES.** Payments made to other organizations for services that support the provision of specialized transportation service.

Other purchased services could include maintenance of vehicles or other related equipment; professional and technical services such as training employees and volunteers; advertising or promotion; printing; custodial services; temporary help; accounting and auditing.

LEASES AND RENT. Payments for the use of equipment or facilities owned by other organizations. Items typically leased or rented include vehicles; two-way radio equipment; and office space and vehicle storage space.

PURCHASE OF EQUIPMENT. Purchase of equipment with which to provide specialized transportation service. Specialized transportation typically includes passenger-carrying vehicles; vehicle mounted wheelchair loading and secured devices; two-way radio equipment; office and maintenance equipment; and other durable goods or equipment used in the provision of specialized transportation service. If equipment is shared with non-specialized transportation functions, then only that part of the equipment's cost which is proportional to its use in specialized transportation is eligible.

TRAVEL. This cost includes the expenses of transportation, meals, out-of-town lodging and related expenses such as parking, which are incurred by employees, volunteers and other individuals as authorized by the county. Travel is allowed for: specialized transportation service provided by project employees or volunteers to eligible passengers; official business of the project; and travel by elderly or disabled, using personal or other available means of transportation, when authorized by a project (includes fare assistance programs.)

INTEREST. Interest on money borrowed over a short term (one year or less) for operating expenses or over a long term (more than one year) for equipment purchases.

ADVERTISING. Cost of media such as newspapers, magazines, newsletters, radio, television, direct mailing, posters, handouts, etc. The subject of advertising may include the recruitment of paid or volunteer personnel; solicitation of bids for goods and services; sale or disposal of property or services; announcements of service information such as routes, schedules, contact persons, etc. All advertising expenses charged to s.85.21 funds must pertain to the projects of specialized transportation.

VOLUNTEER HONORARIUMS AND RECOGNITION EVENTS. Costs of gifts, mementos, dinners and ceremonies in recognition of volunteered services. No more than one event or group of presentations per project year shall be eligible under this contract.

SUBSCRIPTIONS AND MEETINGS. The cost of books and periodicals are allowable if they directly pertain to the management, planning and operation of transportation services. Such items must be procured for agency, and not individual, use. Meeting or conference fees are allowable when the primary purpose of the meeting is the dissemination of technical information. Fees for conferences or meetings designed to influence legislation are not allowed.

### **Unallowable Costs**

DEPRECIATION. Depreciation accrued by public operators, depreciation on facilities or equipment purchased with public (Federal, state or local) capital grants, depreciation on an intangible asset, and depreciation in excess of the rate used for income tax purposes.

ENTERTAINMENT. The costs of amusements, social activities, and related costs.

FINES AND PENALTIES. Costs resulting from violations or failures to comply with laws and regulations.

CHARITABLE CONTRIBUTIONS AND DONATIONS.

BAD DEBT. Losses resulting from uncollectible accounts or other claims.

RESERVE FUNDS FOR FUTURE EXPENSES. State aid may not be saved from one year to another for contingencies or general expenses.

LOBBYING. The cost of any activity designed to influence law making is not allowable.

ADVISORY COMMITTEES OR COUNCILS. The cost of advisory committees or councils is not allowed, except when such groups are deemed necessary for the preparation of a technical study. The life or term of any such group may not exceed the term of the study.

GENERAL PUBLIC ADMINISTRATION. The cost of general county or local government as it incidentally pertains to the activities covered by this contract, is not allowed. This typically would include meetings of the county board and its subcommittees and expenses of county officials whose regular duties do not include specialized transportation.

CONSTRUCTION. The cost of building or modifying fixed facilities such as garages, shelters and other buildings is not allowed.

LAND ACQUISITION.

**Allowable with Approval of the Department**

AID HELD IN TRUST. State aid may be held in trust over multi-year periods for future expenses when specifically allowed by the Department under s.85.21(3)(c) Wis. Stats.

## **APPENDIX F – TRUST ARRANGEMENTS UNDER s.85.21(3)(c)**

### **I. APPROVED ARRANGEMENTS**

The following counties had approved trust arrangements as of July, 2011

Adams	Dunn	Lincoln	Rusk
Ashland	Eau Claire	Manitowoc	St. Croix
Barron	Florence	Marathon	Sauk
Bayfield	Forest	Marquette	Sawyer
Brown	Grant	Monroe	Shawano
Buffalo	Green	Oconto	Taylor
Burnett	Green Lake	Oneida	Trempealeau
Calumet	Iowa	Outagamie	Vernon
Chippewa	Iron	Ozaukee	Vilas
Clark	Jackson	Pepin	Washburn
Columbia	Jefferson	Pierce	Washington
Crawford	Kenosha	Price	Waupaca
Dodge	Kewaunee	Racine	Waushara
Door	Langlade	Richland	Wood
Douglas	La Crosse	Rock	

### **II. GENERAL INFORMATION ON AIDS HELD IN TRUST**

#### **A. Allowable Uses**

A county may use its allocated state aid for various operating and capital expenses, as well as technical studies during the calendar year that it receives its allocation. The balance of a county's allocation that is not spent in a given year may be saved by a county under an approved trust arrangement, and these aids held in trust may be used in future years for any allowable program expense. A county must complete a plan for all expenditures from aids held in trust

A county may use the aid that it holds in trust for its own programs, or it may make grants for these purposes to other organizations that provide specialized transportation. Counties are expected to exercise care in selecting appropriate organizations to which to make grants. Organizations that receive such grants should be willing to coordinate their services with other existing services. No grants from the aids held in trust may be made to agencies which do not provide service to the general elderly and disabled populations within a county.

Whatever expenditures are made by a county from the aids which it has held in trust must conform to a plan prepared by the county and approved by WisDOT which lists specific expenses to be incurred, and the owner and operator of any equipment purchased. Details on the preparation of this plan are shown in Section III of this booklet.

## B. Management of Aids Held in Trust

Counties are not required to hold any state aid in trust. The decision whether or not to hold any aid in trust must be made by a county, subject to WisDOT approval. If a county wishes to hold state aid in trust, it must be authorized to do so by resolution of its Board of Supervisors. No other organization but a county may hold s.85.21 aids in trust. A county does not necessarily have to own equipment now in order to hold aids in trust.

Although a county does not need to physically segregate the aids that it holds in trust from other cash assets, it must account for the aids separately from other funds. It may also invest the aids either separately or pooled with other funds, but the interest earned by the aids must be added to the aids held in trust so as to further the purpose for which the aids are being held.

When state aid is pooled with other funds for investment purposes, the interest earned by the aid must be added at least annually to the trust fund. The amount of annual interest earned by state aid in a pooled investment is to be computed from the average annual rate of return from all the invested funds and the average monthly balance of aid held in trust during a year.

Neither state law nor administrative rules specify a term or length of time for which a county may hold aid in trust. A county may, if it chooses, set a term for a trust fund at the end of which the fund would have to be reauthorized or the unspent aids would have to be refunded to WisDOT. If no term is established, then the trust fund may continue indefinitely or until it is terminated.

Also, no limit has been set on the amount of state aid that a county may hold in trust from any given year; it may be part or all of a county's allocation. However, the balance of aid held in trust must be consistent with the county's plan for using the aid and, effective January 1, 2006, must not exceed \$80,000. At least annually, WisDOT will compare the reported balances of state aids held in trust by counties with the corresponding plans. A county **may not** hold more state aids in trust than it needs to purchase the goods and services contained in its plan. Also, a county cannot hold a permanent amount of state aid in trust and spend only the interest earned; a county's trust plan must call for the expenditure of all of the funds held in trust.

The WisDOT does not require the naming or appointment of specific individuals, agencies or committees with specific responsibilities over state aids held in trust such as the approval of additions and expenditures. However, a county may at its discretion appoint such a person or group. Such an appointment should be included in the county board's authorizing resolution.

A county must keep records of the aids that it holds in trust. The records must show the dates and amounts of additions (including interest) to the state trust fund; the dates, amounts and purposes of expenditures from the fund; and the fund balance. These records will be the basis on which a county will prepare an annual report to WisDOT showing the trust fund's opening balance, additions including interest, deductions and end-of-year balance. The records may be an integral part of a county's bookkeeping system.

Trust arrangements may be terminated by a county or by WisDOT. In such a case, the balance of unspent funds is to be refunded to the WisDOT. A county may also be required to refund any expenditures for items that are not included in a plan approved by the WisDOT.

C. Local Matching Share

A county must appropriate a matching share equal to 20% times the amount of state aid for which it applies. The amount of this appropriated match that must actually be spent during a program year must equal 20% times the sum of: 1.) the amount of the annual allocation of state aid that was spent, plus 2.) the amount of the annual allocation of state aid that is held in trust.

Three implications should be seen in this requirement. First, when considering both a county's allocated state aid and the county's matching share, **only the state funds are to be held in trust**. Second, a county must spend all of its matching share in order to hold in trust whatever remains unspent or unencumbered from its allocated aid. Finally, when a county makes an expenditure from its trust account, no match needs to be provided for this expenditure since the matching share for this aid was spent in the year that the aid was deposited in the county's trust fund.

D. Passenger Revenue

All passenger revenue (donations, fares, copayments, etc.) that is earned during a year from transportation services that are sponsored with state aid must be used to offset service expenses. Therefore, passenger revenue earned from state sponsored services cannot be saved, carried-over or held in trust.

### III. ESTABLISHMENT OF COUNTY TRUST ARRANGEMENT

The steps needed to hold s.85.21 aids in trust may be taken by a county at any time. Once these steps have been approved by WisDOT, no further steps or approvals will usually be needed except for those necessary to update or amend a county's plan for the use of aids held in trust.

When a county has determined from which year's allocation it will begin holding state aid in trust, it must be sure to have an approved trust arrangement established before June 30 of the following year. Thus, if a county wishes to hold state aids from 2011 in trust it must have an approved trust arrangement by which to account for these funds by no later than June 30, 2012. To avoid deadline issues, it is recommended that the trust fund be established by April 1, 2012. Any balance of unspent aid that is not accounted for as "aid held in trust" by June 30 following the year in which the aid was allocated must be refunded to the WisDOT.

If a county wishes to begin holding s.85.21 aid in trust, it must submit the following package of three items to WisDOT for review and approval:

- Letter of Transmittal
- Authorizing Resolution
- Plan for Use of Aids Held in Trust

These items should be sent directly to the following address:

Chief of Transit  
Bureau of Transit, Local Roads, Railroads & Harbors  
Wisconsin Department of Transportation  
P. O. Box 7913  
Madison, WI 53707-7913

<p><b>Counties that wish to hold state aids from 2011 should submit these items no later than February 28, 2012.</b></p>
--

WisDOT will approve a county's submission by returning to the county a state contract or contract amendment containing the approval and conditions for holding aid in trust. A letter of authorization may also be sent prior to the contract or contract amendment.

**APPENDIX G – APPLICATION REVIEW FORM**

**Wisconsin Department of Transportation**

**s.85.21 PROGRAM – 2012 APPLICATION REVIEW**

COUNTY \_\_\_\_\_

**PART I – DOT REVIEW**

**1. Transmittal Letter and Table of Contents**

Yes	No	Description
		Did the applicant include and complete a table of contents?
		Is the letter of transmittal signed by the county board chair, county executive or county administrator?
		If not, is there a letter from the chair, executive or administrator designating a person to sign the transmittal letter?
		Are references, if any, to the amounts of the s.85.21 allocation and the county's matching share correct?

Comments: \_\_\_\_\_

**2. Applicant Information Form**

Yes	No	Description
		Are the names, addresses and phone numbers of both the application coordinator and service administrator shown?

Comments: \_\_\_\_\_

**3. Accessibility**

Yes	No	Description
		Does the application indicate whether or not the proposed projects will be capable of transporting those who cannot walk or who walk with assistance?
		If the answer is no, does the applicant explain how Americans with Disabilities Act (ADA) requirements for equivalency of service between ambulatory and non-ambulatory passengers will be met?

Comments: \_\_\_\_\_

**4. Coordination**

Yes	No	Description
		Do all the applicant's projects meet a goal or strategy in the County's locally developed coordinated public transit/human services coordination plan?
		Are the s85.21 projects identified in the plan as transportation resources?
		Did the County's 85.21 program coordinator participate in the development of the plan, or do the County's projects enhance coordination with other public and specialized transportation services?

Yes	No	Description
		Has the applicant provided an adequate description of how existing specialized transportation services in the county are coordinated?

Comments: \_\_\_\_\_

**5. Service Priorities**

Yes	No	Description
		Does the county use trip purpose priority?
		If yes, do all projects use trip purpose priorities?
		Does the county list the purposes allowed as priority trips for each project?
		Does the county indicate how non-priority trip needs are met?

Comments: \_\_\_\_\_

**6. Projects**

Yes	No	Description
		Are separate descriptions completed for each project?
		Is each project description clear and complete:
		a. Describe service type (fixed route, door-to-door, flexible routes)
		b. Describe sponsoring/funding agency
		c. Indicate service provider
		d. Describe vehicles used
		e. Describe geographic area and hours of service
		f. Are Native American reservations served?
		g. Describe how service is requested?
		h. Indicate passenger eligibility requirements
		i. Describe passenger revenue policy
		If the county intends to transport persons who are neither elderly nor disabled, does the county show how priority will be given to elderly or disabled persons?

Comments: \_\_\_\_\_

**7. Equipment Acquisitions; Plan for Use of Aids Held in Trust (if applicable)**

If the County HAS a valid trust agreement:

Yes	No	Description
		Has the county submitted a completed Acquisition/Maintenance of Transportation Equipment Form?
		Are the planned expenditures greater than or equal to the amount held in trust?
		Is the plan to purchase equipment/maintenance described fully?
		Are the prices for equipment shown in the plan reasonable based on current market prices?

Comments: \_\_\_\_\_

**8. Planning/Managerial Study (if applicable)**

If the county is planning a transportation study funded all or in part with s.85.21 funds, the following must be included in the description of the study:

Yes	No	Description
		Purpose of the study
		The extent and way in which financial sponsors, providers and consumers of specialized transportation will be involved in the study

Comments: \_\_\_\_\_

**9. Proposed Budget (s)**

Yes	No	Description
		Are separate budgets made out for each project?
		Does the budget(s) cover all of the allocated aids?
		Are all expenses and revenues for each project described?
		Do projected revenues equal projected expenses?
		Is the arithmetic correct?
		Does the budget show sufficient county match for the s.85.21 allocation?
		Are all budgeted expenses allowable?
		Is the budget summary form filled out correctly?

Comments: \_\_\_\_\_

**10. Local Review**

Yes	No	Description
		Is there evidence that the county's aging unit and Developmental Disabilities Board (51.437) were given an opportunity to participate in the preparation of the application?
		Did the applicant meet the public hearing requirements?
		a. Published notice at least 10 days in advance of hearing.
		b. Provided proof of publication.
		c. Public Hearing held at least two weeks prior to submittal date of application.
		d. Included hearing summary in application
		Are there unfavorable comments or criticisms, which you believe should be further considered by the applicant before this application is approved?

Comments: \_\_\_\_\_

\_\_\_\_\_

**11. Third-Party Contracting**

Yes	No	Description
		Has the County submitted copies of draft or executed contracts, purchase orders, or other agreements?
		Do these documents effectively pass along to the third parties the same restrictions and requirements imposed on the county regarding the use of s.85.21 aids?
		Has the county complied with the competitive public bidding requirement for purchases services in amounts of \$10,000 or more (bid at least every five years for services) or has it indicated its intended schedule to achieve compliance with this requirement? (Indicate year last bid became effective( _____).)

Comments: \_\_\_\_\_

\_\_\_\_\_

**Part II - Regional Review**

Have comments on this county's application for specialized transportation assistance been received from the following agencies?

Yes	No	Description
		Area Agency on Aging
		Area Administration Regions, Office of Strategic Finance
		Regional Planning Commission

Comments: \_\_\_\_\_

\_\_\_\_\_



**TRANSMITTAL LETTER SAMPLE**

Shown below is a sample transmittal letter.

(Date)

Chief, Public and Specialized Transit Section  
Bureau of Transit and Local Roads, Railroads and Harbors  
Wisconsin Department of Transportation  
P.O. Box 7913  
Madison, WI 53707-7913

Dear Transit Section Chief:

\_\_\_\_\_ County hereby makes a 2012 application for \$\_\_\_\_\_ in state assistance under Section 85.21 of the Wisconsin Statutes to provide specialized transportation services for the elderly and persons with disabilities in 2012. The applicant assures that a minimum of \$\_\_\_\_\_ in local funds has been included in the adopted 2012 budget and will be available as the share required to match the 85.21 grant.

The applicant affirms that the information submitted in this application is true and correct.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title