Transportation Talks – WisDOT
Funding for Specialized Transportation Services

Wisconsin Department of Transportation (WisDOT)

John Swissler & Lorrie Olson
Specialized Transit Program Managers
2019 Transportation Talks Roundtables
Specialized.Transit@dot.wi.gov
WisDOT’s 3 Programs to Fund Specialized Transit Services

- **85.215**: Tribal Transportation for Elders (state funded using gaming revenues)

- **85.21**: County Elderly & Disabled Transportation Assistance (state funded -- Transportation Fund)

- **5310**: Enhanced Mobility for Senior and Individuals with Disabilities Grant Program (federally funded with state supplement)
The 85.215 Program: Tribal Transportation for Elders

- Funding for each of Wisconsin’s 11 federally-recognized Tribes
- Provide transportation services for elders to and from anywhere
- Each tribe sets own program rules and policies
85.215: Who’s it for?

- Elders
  - State Statute says 65+
  - Tribes may define elder as they wish

- Can others be given rides?
  - Yes – especially individuals with disabilities
  - Others as well on a space-available basis
    - An elder may not be displaced or denied service
85.215: How can it be used?

- Directly provide transportation services
- Purchase transportation services
- Supplement county 85.21 programs
- Reimburse elderly passengers when they use transportation services or use their own vehicles
- Volunteer driver reimbursement
85.215 Calendar

- DOT e-mails Tribes in September when application period opens
- Applications due mid-December
  - Apply on BlackCat grant management system
- Funding period is for the calendar year
  - Funds must be used by end of following April (16 months)
- Funds sent upon return of signed Grant Agreement
2019 APPLICATION GUIDELINES

TRIBAL TRANSPORTATION FOR ELDERS ASSISTANCE PROGRAM (85.215 WIS. STATS)

WISCONSIN DEPARTMENT OF TRANSPORTATION

BUREAU OF TRANSIT AND LOCAL ROADS
Specialized Transit Section
P.O. BOX 7913
MADISON, WI 53707-7913
(608) 264-9532
specialized.transit@dot.wi.gov

Applications are due December 15th, 2018
Quarterly Reporting
Annual Financial Report due following March 31
What is 85.21?

- A state-funded program to fund county programs providing transportation services to the county’s seniors and individuals with disabilities.
- Funding passes through WisDOT
Who can apply for 85.21?

- 72 county governments -- ONLY!
  - What if an Aging Unit or other group is NOT part of a county government?
  - Counties can contract work out to these groups but the application and reporting must come through the county
Free Money! Woo Hoo!

- Nope…sorry

- Local Match of 20 percent is required using **county funds** and must be spent on projects listed in application.
And by “county funds” you mean…

- County tax levy – ONLY*

- The asterisk: other programs and communities may help provide some of the local match

**BUT!**

- It cannot be comprised of any state or federal categorical aids
- Contributing groups must protect an audit trail for possible later review
What can’t be used as 85.21 match?

- “In-kind services”
- Passenger co-payments
- Funds used as match on other programs
More on 20% Local Match

- Counties MAY spend more than 20%

- Spend your match first!
  - Won’t get caught “short” later
  - Trust Fund
Why Didn’t I Get More?!

- Allocations are based on how many seniors and individuals with disabilities live in your county
  - Seniors: 65+ / Individuals with a disability: statute
  - County’s target population total is divided by the statewide total to determine county percentages

\[
\text{Total annual allocation} \times \frac{\text{Senior and Disabled County Population}}{\text{Senior and Disabled WI population}}
\]
Hey! I got cheated!

- Um...no

- Each county is guaranteed a minimum of 0.5% of the overall pot of money
So larger counties get less than their “fair share”?

- Yup

- WisDOT thinking is that a base amount of funding is needed to run a program
85.21 Projects

- Counties identify transportation needs
  - Where are there gaps and barriers?
  - These gaps and barriers identified through the county’s transportation coordination process

- Service is to be used for seniors and individuals with disabilities
  - A county may define senior as 55+ for program services
  - Won’t get you more money – sorry!
What type of projects can 85.21 fund?

- Directly provide transportation service by county agencies
- Contract to purchase transportation services from others
- Directly subsidize people for their use of transportation service (*Public transit, taxis or specialized medical vehicles*)
- Volunteer Driver Programs that reimburse volunteers for using their own personal vehicles
- Perform or purchase planning or management studies
- Perform or purchase in-service training
- Purchase capital equipment – doesn’t mean ONLY vehicles!
- Use it as match for 5310 projects
The 85.21 calendar

- Application deadline – Dec. 31; earlier is better
- Plan is reviewed and approved
- Start running your programs January 1
- You start providing rides and programming, they year goes along, and…
Merry Christmas!
OMG, it’s January and we didn’t spend all our money from last year!

- County 85.21 Trust Funds; 62 counties have them
- If your county does NOT have a Trust Fund set up:

  - PLEASE SPEND ALL YOUR MONEY!
  - WE DON’T WANT IT BACK!!!
Trust Fund Requirements

- Established by a signed resolution of the County Board.
- Deposits of unused state funds are reported in your Annual Financial Review.
- Spending requires DOT program manager approval:
  - The Annual Application includes a County TF spending plan
  - Mid-year change requests? Just ask!
- Expenditures made with trust fund revenues do NOT need a 20% match – you’ve already paid it!
  - This is why you should get your annual match spending out of the way first. You have to pay it anyway.
Trust Fund – the rules

- Should not exceed $80,000. 18 counties currently exceed that.
- Balances should be pushed toward zero.
- Annual application includes a three-year spending plan for your Trust Fund.
- Not intended as a cushion against budgetary problems or to “look good” on the books.
Well, what can I spend it on?

- Capital or other equipment expenditures
- Not on operating expenses
So it’s ONLY for vehicles?

- No -- DOT liberally interprets “capital and equipment”:
  - Vehicles, absolutely!
  - But also:
    - Brake jobs or new/repaired lift ramps
    - Computers, software or furniture tied to the program
    - Must be tied to your 85.21 program
    - Pro-rating costs is fine.
    - Big Tricycles with electric motors!
Application Parts: Guidelines

- Download and print off a copy

- This is your 85.21 Bible!
  - The Bible is forever; these guidelines are updated annually; throw out your old copy!
Application is due December 14th, 2018

Extensions will be granted upon request

Administered by:
Specialized Transit
Bureau of Transit, Local Roads & Railroads (BTLRRH)
Division of Transportation Investment Management (DTIM)
P.O. BOX 7913
MADISON, WI 53707-7913
(608) 264-9532
85.21 Application Parts: Public Notice & Hearing

- You **must** hold a public hearing
- Hearing date, time and information published in a local paper of record
- Save a copy to submit with application
- Hearing: 14+ days before application submittal
- Notice: 10+ days before hearing; copy of draft application must be available for review
- Can be part of a larger meeting such as county Aging Committees
If no one shows, state that but this could indicate you need to do more in this area

Hearing must include a review of the county’s Coordinated Transportation Plan

Submit summary and minutes of the meeting. Tell us a bit about the meeting: number attending, nature of comments, etc
Yes or No question:

- Do Aging Committees participate in your local Transportation Coordination Committee?

If no, need to provide evidence that they endorse the county’s application
85.21 Application Parts: Excel Workbook

- Lots of basic info on applicant and nature of program.
- Third-Party Providers
  - Upload copy of contract to BlackCat
- Trust Fund spending plan
  - Use an early December balance
  - Estimate what you hope to use your trust fund for in next 3 years
  - Trust Fund spending for the coming year should be reflected in one or more of the projects included in the application
Workbook: Project tabs

- Individual projects
- Budget Page
  - If using trust fund, must be in trust fund spending plan
  - Don’t need 85.21 or match funds on each project
- Figures automatically load into Budget Summary
Strings!

- Reporting Requirements
  - Quarterly ridership data
  - Annual Financial report
Strings! Quarterly Reports

- One per county
  - Organizations and programs receiving 85.21 funds should report to the granting county; they report to DOT
- Must be by county agency
- Please submit by uploading to BlackCat
  - E-mail notification to Specialized.Transit@dot.wi.gov appreciated
- 2016 Ridership Report on DOT Transit website
Strings! Annual Financial Report

- Reporting various expenses and funding sources for each project in your 85.21 program
- Totals automatically upload to the Summary
- Trust Fund deposits and spending must match what appears in other parts of the AFR
- Signed Certification – separate upload ok
85.21 in a nutshell

- Pay attention to your 85.21 Bible; many hoops!
- County governments – only!
- Trust Funds – provides flexibility but with rules
- Quarterly Ridership and Annual Financial Reports
Section 5310

Enhanced Mobility of Seniors & Individuals with Disabilities
**Not only WisDOT has the money!**

FTA provides formula funding for the following areas:

- Appleton: East Central Regional Planning Commission
- Green Bay: Green Bay Metropolitan Planning Organization
- Madison: Madison Metropolitan Planning Organization
- Milwaukee: Southeastern Regional Planning Commission
- Small Urbans: WisDOT
- Non-urbans: WisDOT
### 5310 – Funding Pots

- Funding break down for each apportionment

<table>
<thead>
<tr>
<th>Category</th>
<th>Funding</th>
<th>Projects</th>
</tr>
</thead>
</table>
| **Traditional (Capital)** | 55% (minimum) | • Vehicle Capital (Human Service Vehicle)  
• Mobility Management    |
| **Other (Operating & Capital)** | 35%         | • Travel training  
• Volunteer Driver Programs  
• Voucher Programs  
• Expanded Transportation Service |
| **Admin**                 | 10% (maximum)| • Staffing costs  
• Compliance Reviews       |
5310– Eligible Project Requirements

- Must enhance mobility options for seniors and individuals with disabilities
- Part of a “locally developed coordination plan”
  - Updated every 5 years (most)
  - Seeking to avoid duplication and local support
5310: 4 Goals & Targets

1. Fill gaps in existing service.
2. Exceed requirements of the ADA.
3. Make regular transit service accessible
4. Transportation Alternatives
5310 – Project Types

- Vehicles
- Mobility Management projects
- Operating Assistance
5310 – Who Can Apply?

- Vehicles
  - Private non-profit organizations
  - Local government agencies
    - Must certify there are no nonprofit organizations in the area willing or able to provide the service.

- Other projects (Mobility Management / Operating Assistance)
  - Private non-profit organizations
  - State or local government agencies
  - Operators of public transportation
  - No preferences for these projects
Can purchase vehicles through state HSV contract
Program pays 80 percent of vehicle base cost
Grantee pays cash match to WisDOT
  - Grantees may make modifications directly with the vendor, but is responsible for 100% of the additional cost.
Vendor delivers vehicle directly to you
5310 – Vehicles: Self-procured

- Grantees can self-procure their own vehicle.
- Award still based on HSV contract cost
- Grantee buys the vehicle and WisDOT reimburses for 80% of the cost up to the award amount
5310 Vehicles: Requirements

- Registration, annual vehicle inspection, insurance
- Federal requirements:
  - Buy America certifications
  - Various self-certifications
- WisDOT retains 80 percent interest and oversite responsibilities until you get rid of the vehicle
The 5310 Program: Vehicles

Lorrie Olson
WisDOT Specialized Transit Program Manager
Specialized.Transit@dot.wi.gov
Applications were made available in BlackCat mid-June and are due August 16, 2019

December – will award 5310 vehicle
  • How long do you need to wait for the vehicle?
    • It could take up to a year

July – WisDOT receives funds from FTA
  • We’re unable to order your vehicle or allow you to proceed with self-procurement until we receive the funds from FTA
  • We also cannot proceed until we have final prices from all vendors – that happens in June
Vehicle Delivery Documents

- The vendor will notify WisDOT that your vehicle has been delivered
- WisDOT will send you an email that will include the Vehicle Delivery Documents for you to complete
- If everything is okay with the vehicle and no follow-up is needed, complete and submit the vehicle delivery documents within 10 business days of delivery
  - Cannot use vehicle
  - Cannot pay vendor
Vehicle Delivery Documents

- The delivery document highlights all areas in yellow that need to be completed.
- The vendor will supply certain documentation to submit with the delivery documents (see Step 6 of the vehicle delivery documents instructions – page 3).
- Also refer to the Documents Checklist for additional materials that need to be submitted (page 4).
Vehicle Delivery Documents

Common Issues
Wisconsin Title & License Application

- Title & License Application (DMV-1 or DMV-11)
  - Need both front and back of the form
  - Indicate what type of vehicle (HSV or MUN)
    - HSV – non-profits
    - MUN or HSV – County/municipality
  - Application should indicate WisDOT as lien holder and the Secured Party Number 039337
Buy America Certification

- Provide both the percentage breakdown of components assembled in the U.S. and the location of final assembly of the vehicle
- The percentage is not the “more than” amount (i.e., More than 65% of the subcomponents …) – it is the actual percentage
Buy America Certification

This certificate complies with FTA Buy America Regulations set forth in 49 C.F.R. § 661.11 for each component that more than 50%, of the subcomponents, by cost, are of U.S. origin/mfr. and is manufactured in the U.S. Manufacturer attests that the U.S. content of subcomponents, by cost, as indicated below.

<table>
<thead>
<tr>
<th>COMPONENT NAME</th>
<th>MANUFACTURER NAME</th>
<th>LOCATION</th>
<th>% DOMESTIC CONTENT</th>
<th>% FOREIGN CONTENT</th>
</tr>
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<tbody>
<tr>
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<td>[Name]</td>
<td>[U.S.]</td>
<td>[Domestic]</td>
<td>[Foreign]</td>
</tr>
<tr>
<td>[Subcomponent]</td>
<td>[Name]</td>
<td>[U.S.]</td>
<td>[Domestic]</td>
<td>[Foreign]</td>
</tr>
</tbody>
</table>

Attach additional sheets as needed

Date: 5/16/19
Supplier Authorized Signature: 
Print Name: MARK LEBOY
Title: GOVERNMENT BID ADMINISTRATOR
Federal Motor Vehicle Safety Standards (FMVSS) Sticker

- Both the VIN and the statement “This vehicle conforms to all applicable U.S. Federal motor vehicle safety standards …” needs to be in one photo
- The sticker is found on the driver’s side door of the vehicle
- Problem: Unclear or small photos – need to be able to read VIN
Federal Motor Vehicle Safety Standards (FMVSS) Sticker
Miscellaneous

- WisDOT Procurement Line Item Number
- Manufacturer’s Certificate/Statement of Origin (not provided)
- Vendor Invoice (not provided)
- Attachments A, B, and C – missing signatures, dates, etc. (hopefully the highlighted delivery documents will eliminate these issues)
Reminder:

- Complete all areas highlighted **yellow** in the vehicle delivery documents

- Make sure to send all required additional documents with the vehicle delivery document
  
  - See Step 6 of the vehicle delivery documents instructions
  - Also refer to the Documents Checklist for additional materials that need to be submitted
Questions?
Thank you!

Lorrie Olson, Specialized Transit Program Manager
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608-266-1535

WisDOT 5310 Program website:
Maximum of 80 percent reimbursement of net expenses for one calendar year

Local Match
- Minimum 20 percent of the project’s net expenses.
- Local Match may be cash or in-kind

Grantee submits a report and reimbursement request on a quarterly basis.
- Must submit report prior to being reimbursed
Maximum 50 percent reimbursement of net expenses for one calendar year.

Local Match
- Grantee responsible for at least 50 percent match of net expenses.
- Local Match may be cash or in-kind

Grantee submits a report and reimbursement request on a quarterly basis.
- Must submit report prior to being reimbursed
How do I apply?

- BlackCat – WisDOT’s grant management system
- This year’s application period closes August 16
- Awards announced in December
- Vehicles delivered following approximately one year later
- MM & OP projects start with new year but reimbursement not provided until late Spring / early Summer
And, of course...
Application Requirements

- Another Bible! Application Guidelines
  - Vehicles
  - MM & OP
- Public Notice requirements
- Various self-certifications
Application Requirements

- Application workbook and narrative
  - Separate applications for Vehicles and for MM/OP
    - Both require written responses (3 questions)
  - Vehicles:
    - Why it’s needed; how it will be used
    - Not replacing just because your vehicle is older
  - MM/OP:
    - What are you proposing to do?
    - How do you know there is the need is there?
    - What happens if it’s not funded?
Reporting Requirements

- Quarterly reporting
  - Vehicles: ridership reports
  - MM/OP: activity reports and reimbursement request

- Compliance Site Reviews
  - Especially for vehicles; greater focus on MM & OP
  - 5-year cycle concluding; will use more desk-top reviews

- Vehicle Disposal
  - Prior approval by WisDOT required
  - WisDOT gets 80% of sale price if more than $5,000
BlackCat
BlackCat

- It’s not (that) scary!
- WisDOT’s Transit Grant Management System
- It’s how to apply for 85.215, 85.21, 5310, others
- Organizations and Agencies may allow access to as many individuals as they wish
- To get access, simply e-mail us
- We’re here to help! Call or e-mail!
Application Guidelines from each program have step-by-step instructions on how to create and submit your application.

Download materials FROM BlackCat TO your computer
Fill out and complete your materials on your computer
Save them TO your computer
Upload them back TO BlackCat

We’re here to help! Call or e-mail!
BlackCat

Dashboard

Welcome Message

Welcome to the WisDOT Transit Grants Management System!

For help with the BlackCat GMS:
1) if completing an application, check the User’s Guide by clicking the Help link in the upper-right hand corner of all screens and read the instructions published with the application forms
2) contact Panther International (contact information in the User’s Guide) if the system is giving you an error page while you are entering application, reporting, or other data
3) contact WisDOT Program Managers with questions about how to complete applications or how to enter information into the system

To add a user for your organization in BlackCat, contact Chad Reuter at chadwic.reuter@dot.wi.gov. Provide the new user’s name, e-mail address, and phone number. Add that person as a Contact in the Organization section of the system, as well.

Check the Global Resources section (click the Resources tab above) for WisDOT and FTA rules, regulations, and guidance pertaining to transit assistance and compliance programs.

The disposal of vehicles is now processed through BlackCat!
BlackCat

- Start with some housekeeping in BlackCat
BlackCat

- The most common problem people have submitting applications
BlackCat

- For 5310 applications

- For replacing existing fleet

- For expanding existing fleet
BlackCat

- For 5310 applications
  - MM & OP
BlackCat
Let’s Apply for Money!
BlackCat
Go get those application materials!

This will change to “Upload”
We’re from the Government and...

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608-264-9532

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