

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)**



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



85.215 Strings



- ▶ 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

$$\textit{Total annual allocation} \times \frac{\textit{Senior and Disabled County Population}}{\textit{Senior and Disabled WI population}}$$



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

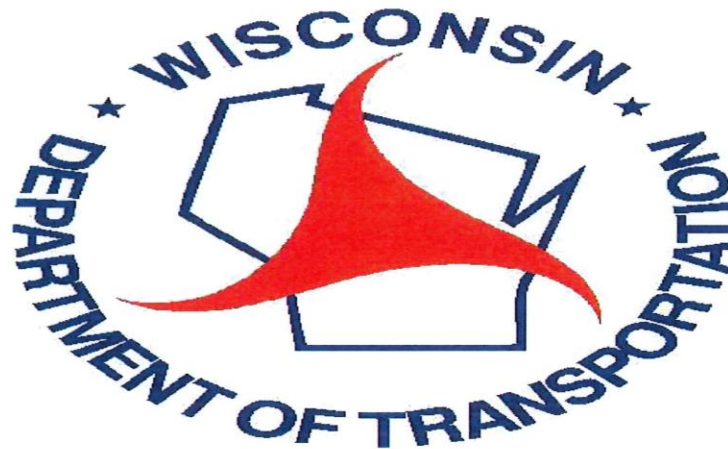
- ▶ Download and print off a copy
- ▶ This is your 85.21 Bible!
 - The Bible is forever; these guidelines are updated annually; throw out your old copy!



**2019
APPLICATION
GUIDELINES**

**SPECIALIZED TRANSPORTATION
ASSISTANCE PROGRAM FOR
COUNTIES (WIS. STAT. 85.21)**

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



Public Notice & Hearing

- ▶ 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



85.21 Application Parts: Local Review Form

- ▶ 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:

| Area | Pass-through agency |
|--------------|--|
| 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

| Category | Funding | Projects |
|--|--------------------------------|--|
| Traditional <i>(Capital)</i> | 55% <i>(minimum)</i> | <ul style="list-style-type: none">• Vehicle Capital (Human Service Vehicle)• Mobility Management |
| Other <i>(Operating & Capital)</i> | 35% | <ul style="list-style-type: none">• Travel training• Volunteer Driver Programs• Voucher Programs• Expanded Transportation Service |
| Admin | 10% <i>(maximum)</i> | <ul style="list-style-type: none">• 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



5310 – Vehicle Projects: HSV List

- ▶ 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 oversight responsibilities until you get rid of the vehicle



The 5310 Program: Vehicles

Lorrie Olson
WisDOT Specialized Transit Program Manager
Specialized.Transit@dot.wi.gov



Timeline for 5310 Awards

- 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

BUY AMERICA CONTENT CERTIFICATION

Supplier: STARCRAFT BUS, DIVISION OF FOREST RIVER, INC
 Address: 2387 CENTURY DR
 GOSHEN, IN 46528
 Phone: 800-348-7440 Fax: 574-642-3301
 Email: MLEROY@FORESTRIVERINC.COM
 Contractor: ATLAS BUS SALES
 Contract/Purchase Order: 39500-11276 VARC

This certifies the Supplier's status of compliance with FTA Buy America Regulations set forth in 49 C.F.R. § 661.11.

For each component supplied for the Contract, the Supplier attests that (CHECK ONE BOX):

More than 65% of the subcomponents, by cost, are of U.S. origin/manufacture, and is manufactured in the U.S. The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated below.

Less than 60% of the subcomponents, by cost, are of U.S. origin/manufacture, and is manufactured in the U.S. (In such case, the cost of U.S. subcomponents and cost of U.S. manufacturing labor are eligible for inclusion towards domestic content calculations). The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated below.

The component contains subcomponents of domestic origin, however, the component is NOT manufactured in the U.S. (In such case, the cost of U.S. subcomponents and cost of U.S. manufacturing labor are eligible for inclusion towards domestic content calculations). The Supplier attests that the U.S. content of subcomponents, by cost, is as indicated below.

| | LOCATION | % DOMESTIC CONTENT | % FOREIGN CONTENT |
|---------------------|---------------------------------------|---|---|
| [COMPONENT NAME] | [Location of individual component] | [Total domestic content % of all subcomponents] | [Total content % of all subcomponents] |
| [SUBCOMPONENT NAME] | [Location of individual subcomponent] | content % of individual subcomponent] | [Total U.S. content % of all subcomponents] |

SEE ATTACHED DOCUMENT

Attach additional sheets as needed

Date: 5/10/19
 Supplier Authorized Signature: *Mark Leroy*
 Print Name: MARK LEROY
 Title: GOVERNMENT BID ADMINISTRATOR

Starcraft Bus Post Delivery BUY AMERICA CERTIFICATION

This certifies compliance with FTA Buy America Regulations set forth in 49 C.F.R. § 661.11 for each component that more than 65% of the subcomponents, by cost, are of U.S. origin/manufacture and is manufactured in the U.S. Manufacturer attests that the U.S. content of subcomponents, by cost is as indicated below.

| COMPONENT NAME | MANUFACTURER NAME | MFG LOCATION | % U.S. CONTENT |
|--|-------------------|--------------|----------------|
| LINE 13: LARGE BUS 20-2 (FORD F-550 GAS) | Starcraft Bus | Goshen, IN | 74.74% |

| SUBCOMPONENT NAME | MANUFACTURER NAME | LOCATION | TOTAL |
|-----------------------|-------------------|----------|--------|
| Chassis | Ford | U.S. | 57.76% |
| Air Conditioning | Trans/Air | U.S. | 4.22% |
| Passenger Seats | Freedman | U.S. | 6.87% |
| Rear Suspension | Mor-Ryde | U.S. | 0.80% |
| Exterior Mirrors | Rosco | U.S. | 0.57% |
| Auxiliary Heater | Pro-Air | U.S. | 0.56% |
| Wheelchair Lift | Braun | U.S. | 3.15% |
| Wheelchair Restraints | O'Strain | U.S. | 0.80% |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |

MAJOR ACTIVITIES UNDERTAKEN AT THE FINAL ASSEMBLY LOCATION: GOSHEN, INDIANA, USA
 All purchasing of raw and assembled materials including the chassis, fabrication and welding of the frame, prime paint, installation of all wood, fabric, FRP, aluminum and/or other body panel and/or trim materials, installation of doors and windows, HVAC components and systems, electrical systems, installation of any required options such as wheel chair lifts, tie down kits, seats, radios and optional electronic items, if any, complete undercoat, exterior paint and/or graphics if ordered, full road test, rain booth test and all other final quality functions as needed to ensure compliance with the contract.

BODY V.I.N. OF UNITS DELIVERED UNDER POST DELIVERY BUY AMERICA: N/A
 BODY VIN# SXL105056 Chassis VIN# 1FDAP5GT4KED56856
 BODY VIN# SXL105617 Chassis VIN# 1FDAP5GT4KED56859

LABOR AS A % OF TOTAL COST NOT INCLUDED IN THE MATERIAL COSTS ABOVE: **5.88%**

Mark Leroy
 AUTHORIZED REPRESENTATIVE
 Government Bids TITLE 5/10/19 DATE

Mark LeRoy
 PRINT NAME

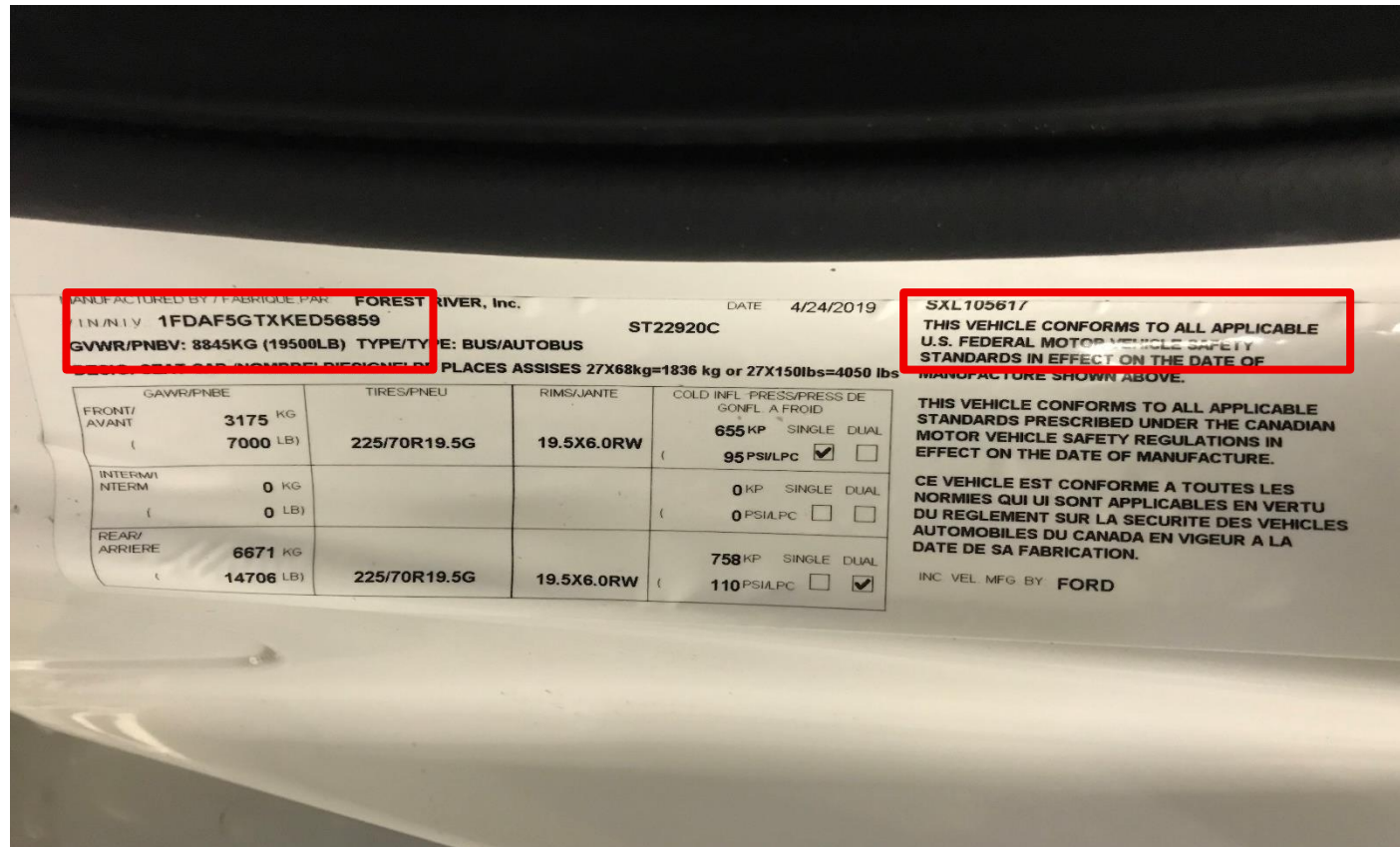


Federal Motor Vehicle Safety Standards (FMVSS) Sticker

- ▶ 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
 - <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/transit/procurement/bid-tab.pdf>
- ▶ 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

lorrie.olson@dot.wi.gov

608-266-1535

WisDOT 5310 Program website:

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/enhanced-mob.aspx>



5310 – Mobility Management Projects

- ▶ 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



5310 – Operating Expense Projects

- ▶ 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



Section 5310 Application Guidelines for Vehicle Capital

(Traditional 5310 projects)

Cycle 44 (Calendar Year 2020)

Application Deadline: August 16, 2019

Section 5310 Enhanced Mobility for Senior and Individuals with Disabilities Grant Program
Administered by the Wisconsin Department of Transportation for Small Urban and Non-urban areas;
Southeastern WI RPC, East Central WI RPC, Green Bay MPO, and Madison Area MPO administer applications and programs
for their respective Large Urban areas

Wisconsin Department of Transportation (WisDOT)
Specialized.Transit@dot.wi.gov
[WisDOT Section 5310 Website](#)

Section 5310 Application Guidelines for Non-traditional Projects

(Mobility Management and Operating Assistance projects)

Cycle 44 (Calendar Year 2020)

Deadline to apply is August 16, 2019 at Noon

Section 5310 Enhanced Mobility for Senior and Individuals with Disabilities Grant Program
Administered by the Wisconsin Department of Transportation for Small Urban and Non-urban areas;
Southeastern WI RPC, East Central WI RPC, Green Bay MPO, and Madison Area MPO for their respective Large Urban areas

Wisconsin Department of Transportation (WisDOT)
Specialized.Transit@dot.wi.gov
[WisDOT Section 5310 Website](#)



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!



BlackCat

- ▶ 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



BlackCat

- ▶ 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!



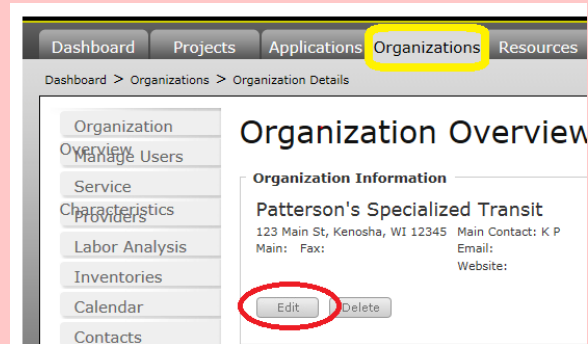
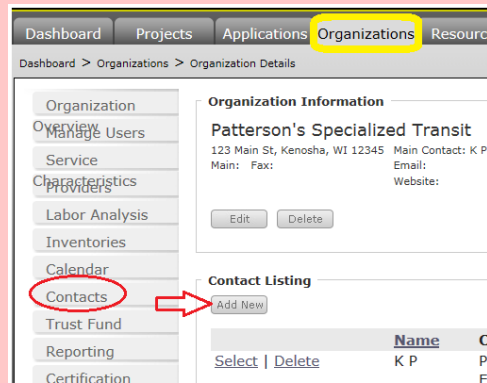
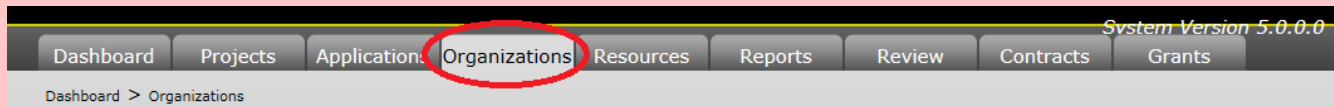
BlackCat

The screenshot shows a web browser window displaying the BlackCat Grants Management System dashboard. The browser's address bar shows the URL <https://widot.blackcatgrants.com/Dashboard/>. The page header includes the BlackCat logo and the text "GRANT MANAGEMENT SYSTEM". In the top right corner, there are links for "John Swisler - My Account", "Administration", "Logout", and "Help", along with the text "System Version 4.0.0". A navigation bar contains tabs for "Dashboard", "Projects", "Applications", "Organizations", "Resources", "Reports", "Review", "Contracts", and "Grants". The "Dashboard" tab is selected. Below the navigation bar, there is a "Select Organization:" dropdown menu. The main content area is titled "Dashboard" and contains a "WELCOME MESSAGE" section. The message reads: "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 a vehicles is now processed through BlackCat! Instructions are posted on our WisDOT/Transit Web page <http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/asset.aspx> under Resources – Vehicle Disposal Guidance.



BlackCat

- ▶ Start with some housekeeping in BlackCat



BlackCat

- ▶ The most common problem people have submitting applications

Dashboard > Organizations > Organization Details

Organization Information

Patterson's Specialized Transit
123 Main St, Kenosha, WI 12345 Main Contact: K P
Main: Fax: Email: Website:

Organization Information menu items: Organization, Users, Service, Characteristics, Providers, Labor Analysis, Inventories, Calendar, Contacts, Trust Fund, Reporting, Certification

Certification of Review and Accuracy

2017 I attest and certify that I have reviewed all Organization section that relates to my organ uploaded, or provided all of the required or re to the best of my ability. I have reviewed the and other documents listed in the application Global Resources section.

Federal Funding Accountability and Transparency Act (FFAT)

The 2006 Federal Funding Accountability and Transpa awards (including federal financial assistance and exp Applicants are not requested to attach a completed FI transit system that receives federal funding will be ex grant is awarded to WisDOT.

Select One Select the calendar year for which you a required to complete this section each y

Select One Our organization received 80 percent or procurement contracts (and subcontract Transparency Act, as defined at 2 CFR 1

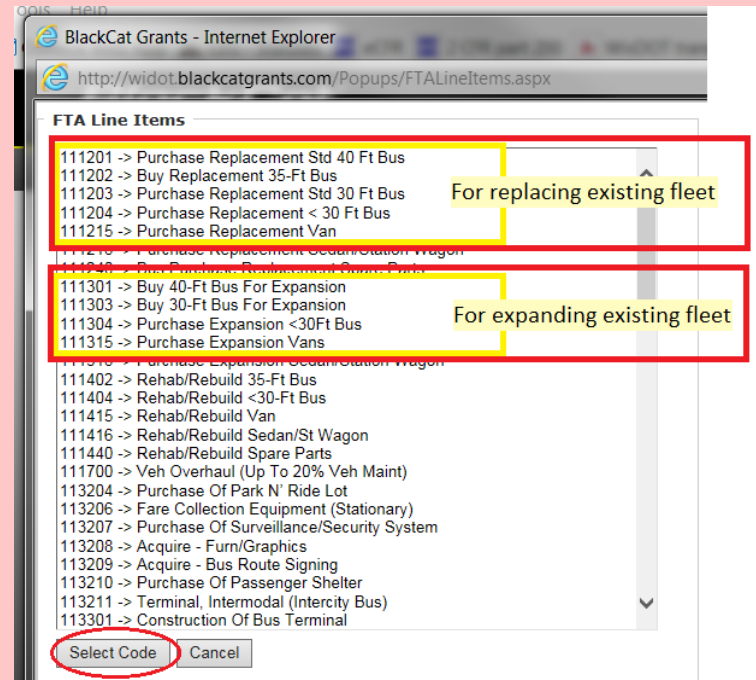
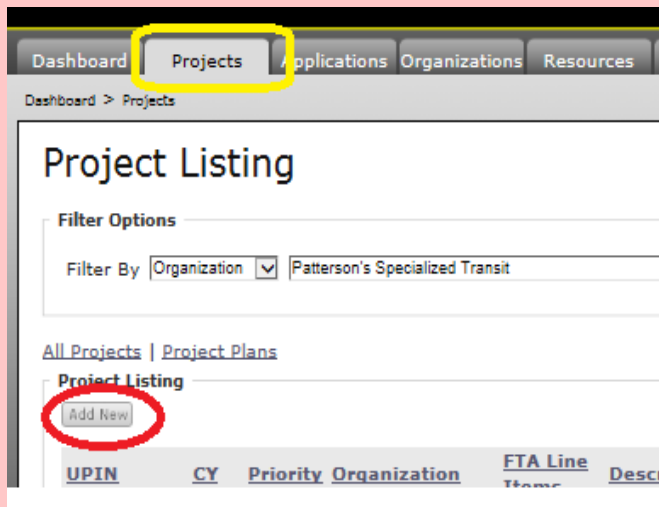
Select One Our organization received \$25,000,000 procurement contracts (and subcontract Transparency Act (and subawards).

Select One The public does NOT have access to infc through periodic reports filed under sect of 1934 (15 U.S.C. 78m(a), 78o(d)) or : 1986. (To determine if the public has ac U.S. Security and Exchange Commissio <http://www.sec.gov/answers/execomp>



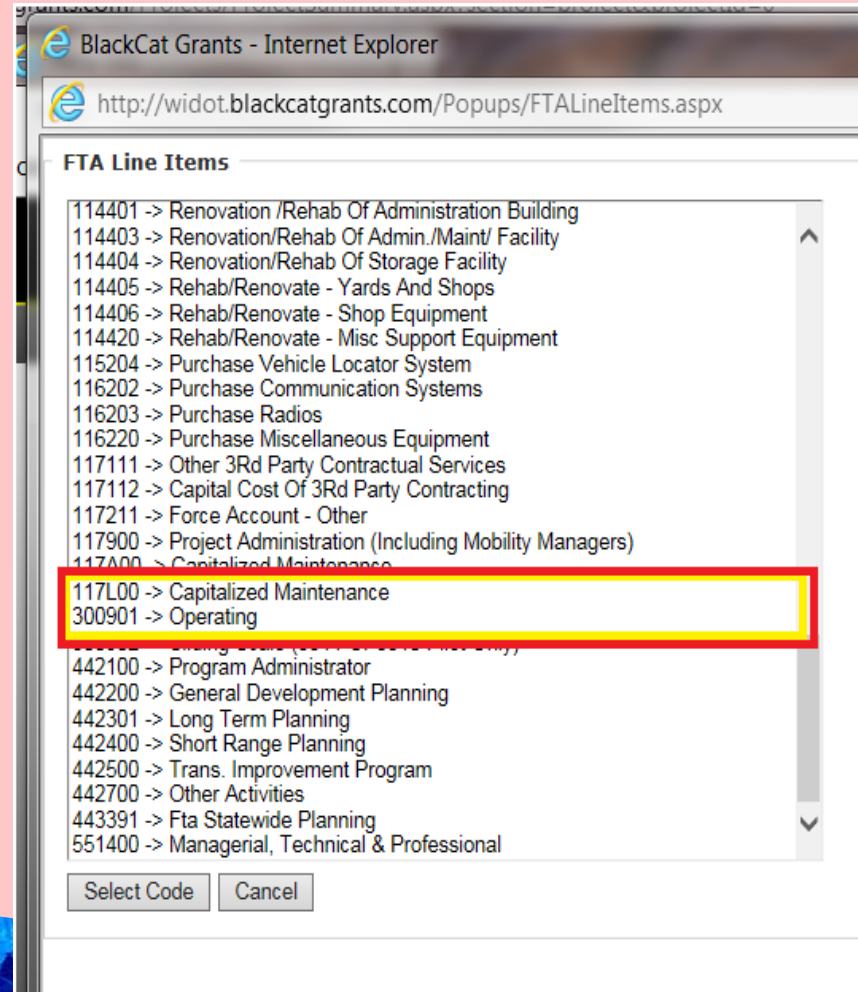
BlackCat

► For 5310 applications



BlackCat

- ▶ For 5310 applications
 - MM & OP



BlackCat

Let's Apply for Money!

The screenshot shows the BlackCat Grant Management System interface. At the top, the search bar contains 'swiss'. The user is identified as 'John Swissler' with links for 'My Account', 'Administration', and 'Logout'. The system version is '5.0'. The navigation menu includes 'Dashboard', 'Projects', 'Applications' (circled in red), 'Organizations', 'Resources', 'Reports', 'Review', 'Contracts', and 'Grants'. The 'Select Organization' dropdown is set to 'County of Adams'.

Grant Opportunities

Grant Opportunities

Pending **New**

| | |
|---|----------------------|
| 2015 Public Transit Assistance Program (5307/5311/5339/85.20) Type: Federal Application Deadline: Wednesday, December 31, 2014 | Details Apply |
| 2014 PTAP (Archival purposes only) Type: Federal Application Deadline: Tuesday, December 31, 2013 | Details Apply |
| 2013 PTAP (Archival purposes only) Type: Federal Application Deadline: Monday, December 31, 2012 | Details Apply |



BlackCat

Go get those application materials!

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GRANT MANAGEMENT SYSTEM

John Swisler - [My Account](#) | [Administration](#) | [Logout](#) | [System Version 5.0](#)

Dashboard Projects **Applications** Organizations Resources Reports Review Contracts Grants

Select Organization: County of Adams

Grant Opportunity

County of Adams
2017 Specialized Transportation Assistance Program for Counties (85.21) Application [Details](#)
Type: State **Application Deadline:** 12/31/2016 12:00:00 AM **Status:** Review Complete

Application Forms

Before you can submit this opportunity you would need to download and re-upload all necessary documents.

| Form | |
|--|----------------------|
| Download Guidelines | |
| Download - Transmittal Letter | View |
| Download - Public Hearing and Notice | View |
| Download - Local Review Form | View |
| Download - Application Workbook | View |

This will change to "Upload"



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