

**FTA Section 5310 Lease Agreement Instructions**

**Requirement**

WisDOT must review and approve the Grantee-Lessee ***Lease Agreement*** document before signatures are obtained. Failure to comply with this requirement may negatively impact future funding.

**Background**

Grantees awarded federal transit grant funds through WisDOT may acquire and lease vehicles (assets) to other entities such as local public bodies or agencies, private nonprofit organizations, or private for-profit transportation operators.

Grantees are responsible for ensuring their Lessee(s) operate the vehicles on its behalf as outlined in the grant application awarded by WisDOT.

**Action Steps**

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|  | **Grantee Action Steps** | **Guidance** |
| 1. | Draft **Lease Agreement** document | A [Lease Agreement Template](http://apwmad0p4145:37108/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/lease-temp.docx) is available as a sample. *Additional language may be attached to adhere to local requirements.* |
| 2. | Submit *draft* **Lease Agreement** and the signed [Lease Agreement Request for Approval Form](http://apwmad0p4145:37108/Documents/doing-bus/local-gov/astnce-pgms/transit/compliance/lease-appr.docx) to WisDOT | Ensure the draft incorporates the minimum required elements outlined in the Lease Agreement Template. |
| 3. | Obtain Approval from WisDOT | WisDOT will notify the Grantee of approval by signing and returning the **Lease Agreement Request for Approval Form** to the Grantee. |
| 4. | Obtain Signatures on Lease Agreement | Grantee should obtain signatures on the Lease Agreement ***after*** WisDOT approval |
| 5. | Post signed Leased Agreement on the  [BlackCat® Online Grant Management System](https://secure.blackcatgrants.com/Default.aspx?site=widot)on the *Resource Tab*. | Post the signed lease agreement and the WisDOT approval letter for each *Lessee* on BlackCat. |

Note: If terms and conditions change at any time during the Lease Agreement, the Grantee should follow steps 1-5.