



Section 5310 Application Guidelines for Vehicle Capital

(Traditional Section 5310 projects)

Cycle 43 (Calendar Year 2019)

Application Deadline: August 31, 2018

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 the respective Large Urban areas

Wisconsin Department of Transportation (WisDOT)

Specialized.Transit@dot.wi.gov

[WisDOT Section 5310 Website](#)

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IMPORTANT INFORMATION

Applications for the 2019 Section 5310 program will be submitted on WisDOT's online grant management system [BlackCat® Grant Management System](#) for the following areas:

Urbanized area (populations of 200,000 or more) **of Appleton**

Small urban areas (populations of 50,000 – 199,999)

Non-urban/Rural areas (populations under 50,000)

If you do not already have a username and password to access BlackCat, please email Specialized Transit at specialized.transit@dot.wi.gov with the information below to receive access information:

- Name
- Organization/Agency Name
- Organization/Agency Address
- Email
- Phone Number

Applications for the urbanized areas of **Milwaukee**, **Madison** and **Green Bay** will **not** use the BlackCat grants system. If you are applying for a project within these urbanized areas, you can visit [the Milwaukee website](#), [the Madison website](#) or [the Green Bay website](#) for application materials, information, and submission instructions.

Maps of the four urbanized areas can be found on the [WisDOT website](#).

This application guidance is for Vehicle Capital only (Traditional Section 5310 Projects).

This portion of the application is specific to the purchase of vehicles used for transporting seniors and individuals with disabilities. Vehicles used for this program are not to be used as emergency vehicles.

Applicants wishing to obtain funds for Non-traditional projects such as mobility management, operating or non-vehicle capital purchase projects for CY2019 Section 5310 program should refer to the separate application guidelines and workbooks found under Application Forms in the [BlackCat® Grant Management System](#). If you are applying for both a vehicle and a Mobility Manager &/or Operating project, you must complete and submit both sets of application materials.

PROGRAM BACKGROUND

INTRODUCTION

The Section 5310 Program provides formula funding to states and designated recipients to improve mobility for seniors and individuals with disabilities.

This program provides grant funds for capital and operating expenses to recipients for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;
- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.);
- Public transportation projects that improve access to fixed route service and decrease reliance on complementary paratransit; and
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation.

ADMINISTRATION

The Wisconsin Department of Transportation (WisDOT), in cooperation with the Southeastern WI Regional Planning Commission (RPC), the East Central WI RPC, the Green Bay Metropolitan Planning Organization (MPO), and the Madison Area MPO is pleased to administer the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities grant program.

Projects eligible for funding include the Traditional Section 5310 Projects for Vehicle Capital purchases or Non-traditional Section 5310 projects which include Operating Cost, Non-vehicle Capital, Mobility Management and Coordination.

FUNDING

FUNDING SOURCES

- This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities (CFDA 20.521) and is administered as an annual competitive application process.
- Local match is provided by the grantee as a cash match of at least 20 percent of the vehicle purchase which is due at the time the grant agreement is executed.

FUNDING DISTRIBUTION

The Section 5310 program as established under MAP-21 is a federal formula program distributed nationally through the Federal Transit Administration (FTA). The formula is based on the ratio of the number of individuals with disabilities in each area compared to the number of individuals with disabilities in all such areas. The FTA apportionment is as follows:

- 60% for large urbanized areas with populations of 200,000 or more
- 20% for small urbanized areas with populations of 50,000 – 199,999
- 20% for non-urbanized (rural) areas with populations under 50,000

If you have questions about what category your project falls under, contact the Section 5310 program managers. As provided for in the MAP-21 legislation, large urbanized areas (200,000 population and over) are the designated recipient for Section 5310 funds.

If your project falls in the geographic area of one of these large urbanized areas, please contact the designated recipient directly for application instructions. WisDOT will continue to be the designated recipient for rural and small urbanized areas of the state and will process applications for projects located in those areas. Note that funds from federal fiscal year 2018 will be used to fund calendar year 2019 projects.

The FFY 2018 Section 5310 annual allocation is:

AREA	FFY 2018
Milwaukee urbanized area	\$1,217,916
Madison urbanized area	\$ 293,255
Green Bay urbanized area	\$ 176,109
Appleton urbanized area	\$ 175,027
Small urbanized areas	\$1,561,497
Non-urbanized (Rural)	\$1,424,935

ADDITIONAL FUNDING CONSIDERATIONS

WisDOT will award a maximum of eighty percent of the vehicle prices as listed on the state's Human Service Vehicle procurement. Any additional modifications or specification are to be arranged directly with the vendor at 100% cost to the Grantee.

ELIGIBILITY

RECIPIENTS

Applications may be submitted by either private non-profit organizations or, in their absence, by a local public body.

Private Non-Profits

Private non-profit corporations which are on file and in good standing with the State of Wisconsin, Department of Financial Institutions are eligible applicants. Organizations which are part of a statewide or national non-profit organization should confirm their corporate status. If an organization is not on file with the state, its parent organization should be the applicant.

Local Public Body

To be eligible for the program a local public body shall satisfy **EITHER** (A) or (B).

- (A) No private non-profit available** – Certify that no private nonprofit organizations are available and willing to provide transportation services to seniors and individuals with disabilities in the proposed service area. The local public body must provide documentation as outlined in Appendix C that they have contacted all known private nonprofit organizations in or near the service area by recording the summary of any resulting correspondence and submitting information as outlined in the application materials.
- (B) Designated Transportation Coordinator** – Certify that the local public body is approved as the coordinator of transportation services in the proposed service area. This approval must come from **either** a Transportation Coordinating Committee or all county boards covering the service area. An applicant must supply the documentation in either (1) or (2) below. If a public body has been designated previously, a new designation is not required for this application. However, copies of documentation must be uploaded into your BlackCat® Resources tab as part of the application.
 1. A certified copy of the County Board resolution designating the local public body as the coordinator of transportation services for seniors and individuals with disabilities in the proposed service area.

2. Documentation showing that a Transportation Coordinating Committee designated the local public body as the coordinator of transportation services for seniors and individuals with disabilities in the proposed service area.

*Any agency previously awarded a Section 5310 grant through the Wisconsin Department of Transportation (WisDOT), must have all required reports and program documents submitted to WisDOT prior to the application deadline.

PROJECTS

Eligible

In this application, Section 5310 funds are available for the purchase of vehicles to be used for transporting seniors and individuals with disabilities.

Ineligible

Examples of projects not eligible include expenses for emergency vehicles, charter service, school bus service, depreciation expenses, voucher programs for rides on transit systems receiving federal funding, and projects not targeted to seniors or individuals with disabilities.

LOCAL MATCH

All applications must include a minimum of 20 percent local cash match for vehicle purchases. The objective for local match is to ensure local commitment, promote long-term vision and support the transportation initiative. Local match must comply with local, state, and federal guidelines required for that funding source. All sources of local match must be identified and described in the grant application at the time of grant award.

Examples of cash match:

- State or local funding
- Private donations
- Grantee agency funding
- Other non-USDOT federal funds

COORDINATION

FTA requires that awarded projects funded under Section 5310 be included in a “locally developed coordinated public transit-human services transportation plan”. This ensures that applicants are coordinating services with other private, public and non-profit transportation providers. Proposed Section 5310 projects must be identified by a strategy and/or action item in a county, multi-county or regional plan. This strategy/action item, along with a page number, must be provided on the general information tab of the application document. For more information and copies of the current plans, visit the [WisDOT coordination web page](#).

GRANTEE RESPONSIBILITIES

The performance period for this grant begins upon a signed Grant Agreement and ends upon an approved disposal according to WisDOT Program and Asset managers. Grantee responsibilities remain in effect for the entire period of performance. Below are highlights of the grantee responsibilities if an award is executed; for more information, please contact the program manager for a copy of a grant agreement example.

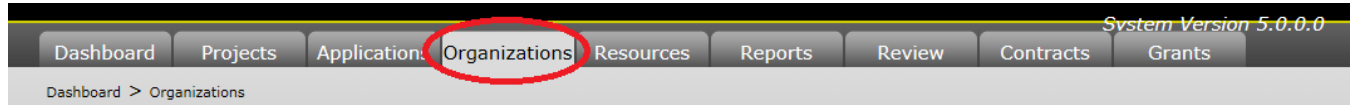
- Applicants are required to initial and sign a current Certification and Assurances document at the time of application and again when grant agreements are issued.
- Adhere to all federal Civil Rights requirements including developing and implementing a [Title VI](#) plan.
- Comply with and submit reports on [Disadvantaged Business Enterprise \(DBE\)](#) as requested and outlined by WisDOT Program Manager(s).
- Comply with [WisDOT's Asset and Vehicle Management](#) requirements, including vehicle liens, disposal procedures, maintenance plans, and lease requirements.
 - The Grantee must be the title holder. Title is non-transferrable unless WisDOT prior approval is obtained during a request for disposal.
 - WisDOT is the lien holder on vehicles throughout their useful lives and retains an eighty-percent interest in the vehicle while the fair market value is \$5,000 or greater.
 - Sale or disposal of the vehicles must be approved by WisDOT. WisDOT will release the lien once the disposal has been approved. The vehicle must have passed its standard useful life and must be offered for sale in an open bid process.
 - The organization applying for the vehicle is considered the Grantee. If the Grantee provides the vehicle to another organization to operate the vehicle in accordance with the application, there must be an active lease agreement, approved by WisDOT, outlining the division of responsibility between the Lessor and Lessee. Please note, **WisDOT will work with the Grantee only and hold the Grantee responsible for all requirements** outlined in the application and Grant Agreement.
 - In past years, some organizations have grouped together to submit joint grant requests assuming this would improve their coordination score. It does not. For a better understanding of what is meant by coordination, please see the previous page. While a joint grant application is not prohibited, there are certain disadvantages in using one formal applicant for multiple entities:

- When the vehicle is sold, WisDOT will recognize the agency that submitted the application as entitled to these funds no matter who provided the 20 percent match.
 - Quarterly reporting must be submitted by the actual grant applicant and not by a lessee.
 - Applicants with passing scores have their first priority vehicle awarded first; a second round of awards is made to a smaller group with higher scores, and onward until funds are exhausted. A group applicant could find themselves not receiving a vehicle even if their application is strong.
- Adhere to insurance requirements. A grantee or its lessee must carry physical damage (collision and comprehensive) insurance on the vehicles. Vehicles must also be insured for personal injury and property damage liability. State law establishes minimum limits for liability coverage.
- Complete reports detailing program operation as requested and outlined by WisDOT Program Manager(s). This includes ridership reports. Reports must be submitted in a manner approved by the department. Rides are to be reported on a Quarterly basis per calendar year; reports are due the month following the end of that quarter (*i.e. January through March is considered quarter one and therefore due before the end of April*). As noted earlier, reports must be provided only by Grantees; lessees of a Grantee's vehicles should submit their ridership information to the Grantee.
- Complete and submit all required delivery documents within two weeks of receiving your vehicle from the vendor. Additionally, recipients must complete a viewing of a webinar detailing how to complete these delivery documents.
- Register the vehicle as a Human Service Vehicle and obtain an inspection by the Division of State Patrol on an annual basis. Please note, local public bodies are able to register the vehicle as a Municipality.
- Include the following notification language of federal participation in all its requests for proposals, solicitations, contracts, press releases, brochures, web site, or other publications funded under this grant:
 - "This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. Section 5310".*
- Once awarded, any modification to the project must be approved by the program manager and a grant amendment executed prior to permitting the change to proceed.
- Grantees must be willing to share project successes for potential replication by other organizations.

APPLICATION COMPLETION

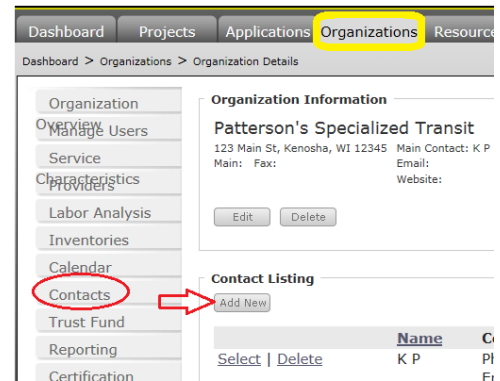
The following areas must be completed for the application to be successfully submitted and eligible to compete for funding.

STEP 1: ORGANIZATION TAB

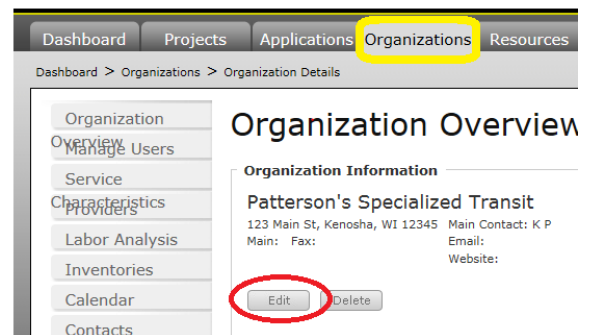


Complete the following under the Organizations tab:

- a. **Contacts** – Select “Contacts” and then “Add New” under the Contact Listing category. **Please enter all possible contacts for your organization and be sure to include their title.**



- b. **Agency Details** – On the left-hand menu, select Organization and then the Edit button under the Organization Information.
 - Fill in/verify all information under the “Organization details” section. (Please note: this information, especially “primary contact” is what WisDOT will use to create contact and distribution lists for program announcements)
 - Complete “Service Characteristics”, “Service hours” and “Fares” as applicable.



- c. **Certification** – Prior to submitting your application, you must complete all applicable certifications for the 2019 calendar year. (Make sure to select appropriate year and click save)
- i. **Certification of Review and Accuracy**
 - ii. **Federal Funding Accountability and Transparency Act (FFATA) Certification**

Dashboard > Organizations > Organization Details

Organization Information
Patterson's Specialized Transit
123 Main St, Kenosha, WI 53145 Main Contact: K P
Main: Fax: Email: Website:

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 organization uploaded, or provided all of the required or relevant documents to the best of my ability. I have reviewed the and other documents listed in the application Global Resources section.
Save Cancel

Federal Funding Accountability and Transparency Act (FFATA) Certification
The 2006 Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to disclose information about the use of federal funds. Applicants are not requested to attach a completed FFATA report to their application. Applicants who receive federal funding will be required to submit a FFATA report to WisDOT.

Select One Select the calendar year for which you are required to complete this section each year.
Select One Our organization received 80 percent or more of procurement contracts (and subcontract contracts) under the Federal Acquisition Regulation (28 CFR 101-11.6) as defined in 2 CFR 101-11.6.
Select One Our organization received \$25,000,000 or more in procurement contracts (and subcontract contracts) under the Federal Acquisition Regulation (28 CFR 101-11.6) as defined in 2 CFR 101-11.6.
Select One The public does NOT have access to information through periodic reports filed under section 1350(e) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 1350(f) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(f), 78o(f)) or section 1350(g) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(g), 78o(g)) or section 1350(h) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(h), 78o(h)) or section 1350(i) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(i), 78o(i)) or section 1350(j) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(j), 78o(j)) or section 1350(k) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(k), 78o(k)) or section 1350(l) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(l), 78o(l)) or section 1350(m) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(m), 78o(m)) or section 1350(n) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(n), 78o(n)) or section 1350(o) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(o), 78o(o)) or section 1350(p) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(p), 78o(p)) or section 1350(q) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(q), 78o(q)) or section 1350(r) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(r), 78o(r)) or section 1350(s) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(s), 78o(s)) or section 1350(t) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(t), 78o(t)) or section 1350(u) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(u), 78o(u)) or section 1350(v) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(v), 78o(v)) or section 1350(w) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(w), 78o(w)) or section 1350(x) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(x), 78o(x)) or section 1350(y) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(y), 78o(y)) or section 1350(z) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(z), 78o(z)). (To determine if the public has access to information through periodic reports filed under section 1350(e) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 1350(f) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(f), 78o(f)) or section 1350(g) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(g), 78o(g)) or section 1350(h) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(h), 78o(h)) or section 1350(i) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(i), 78o(i)) or section 1350(j) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(j), 78o(j)) or section 1350(k) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(k), 78o(k)) or section 1350(l) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(l), 78o(l)) or section 1350(m) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(m), 78o(m)) or section 1350(n) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(n), 78o(n)) or section 1350(o) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(o), 78o(o)) or section 1350(p) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(p), 78o(p)) or section 1350(q) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(q), 78o(q)) or section 1350(r) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(r), 78o(r)) or section 1350(s) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(s), 78o(s)) or section 1350(t) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(t), 78o(t)) or section 1350(u) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(u), 78o(u)) or section 1350(v) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(v), 78o(v)) or section 1350(w) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(w), 78o(w)) or section 1350(x) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(x), 78o(x)) or section 1350(y) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(y), 78o(y)) or section 1350(z) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(z), 78o(z)).
Save Cancel

STEP 2: PROJECT TAB –

Add a project and funding request for each vehicle requested. If you are requesting more than one vehicle type (i.e. two rear-load minivans) you must add two separate projects.

1. **Add new project**

Dashboard > Projects

Project Listing

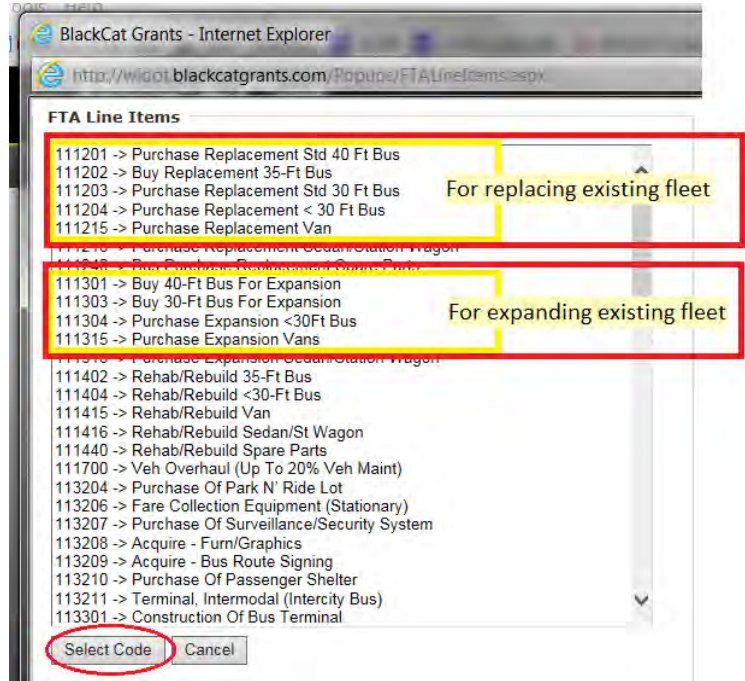
Filter Options
Filter By Organization

All Projects | Project Plans
Project Listing
Add New

UPIN	CY	Priority	Organization	FTA Line	Desc
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2. Complete **“Project Details – Add New”**

- a. **CY**: select 2019 from the drop down
- b. **FTA Line Item**: Select the appropriate FTA Line Item (See image for eligible FTA line items). Once selected, the **Description** will automatically prefill.



- c. **“Total Estimated Expenses”**: Enter figure as listed in Appendix C of this document.
- d. **“Quantity”**: Please leave blank as you should only request one vehicle per project.
- e. **“Priority”**: Select priority among your requested vehicles, with “1” being your highest priority. If only requesting one vehicle, please enter “1”.
- f. **Notes**: This field is optional
- g. Click **“SAVE”**

3. Complete **"Funding Requests"**
 - a. Click on **"Select"**
 - b. Select **"Funding"** tab
 - c. Select **"Expenses"** tab
 - d. Enter the **total estimated cost** of the vehicle under **"Request Amount"**
 - e. Click **"Save"**.

**Please note: for vehicles you do not need to enter anything under the Revenue tab.*

Funding Request

Project Information
 Patterson's Specialized Transit : Purchase Replacement Van
 UPIN: BCG0003687
 Status: In Development
 Created by Rebecca Thompson on 5/31/2016 13:59 PM
 Last Modified by Rebecca Thompson on 5/31/2016 13:59 PM

Request Summary
 Year: 2017 Requested: \$0.00
 Status: Not Submitted Allocated: \$0.00
 Encumbered: \$0.00

Funding Request

Line Number	Line Item Name	Request Amount
700	Capital Expenses	
700	COST	\$33,000.00
SubTotal Expenses		\$33,000.00
Less Contra Expenses		\$0.00
Total Expenses		\$33,000.00

4. Repeat steps for each vehicle and/or project requested. To do so, click on the **"Projects"** tab at the top of the page and follow this section's instructions above.
5. Once all projects are entered, you are ready to complete the Application Tab.

Step 3: Application tab

1. Click on the Application Tab
2. Select 2019 from the Year drop-down menu
3. Select the "New" tab to display current grant opportunities.
4. Select the 2019 Section 5310 Grant
 - a. Attach Projects created in Step 2

Projects

There are no projects attached to this grant opportunity.

[Attach](#)

- a. Click "Download" for each required application form.

Application Forms

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

Form
Download - Vehicle Guidelines

- c. Complete all Application Forms and save to your computer.
**Note: when downloading documents from the internet, your computer may open the document in a protected view. Click "Enable Editing" to view the document as intended.*
- d. Upload each form from your computer using the link to the right of the category.
Note: the system will only be able to upload one document per category. You may access any uploaded documents by clicking the "view" link and then clicking on the name of the document. If you upload another document under that category, it will replace the previously uploaded one and does not save a copy.
- e. In order to submit the application, the following documents must be uploaded:
- i. Letter of Application - submit a letter of application addressed to either WisDOT or the appropriate designated recipient outlining project funding request.
 - ii. Public Notice - submit a copy of the newspaper clipping of your public notice and receipt of publication.
 - iii. Non-profit Documentation *(for private non-profits only)* - if your agency is applying as a private non-profit, you must upload proof of non-profit status. This includes a W-9 and articles of incorporation or a list of board members if applicable.
 - iv. Local Match Certification Complete the certification form and upload any necessary supporting documentation. Include documentation of all cash and in-kind commitments for the required local match of project costs (e.g., MOU, letter of support, commitment letter and/or resolution); see page 7 of these Guidelines regarding eligible sources of local match.
 - v. Certifications and Assurances Review the current Certification and Assurances. Initial and sign where indicated and upload that page.
 - vi. Local Public Body Eligibility – Vehicles only *(see Appendix A re: Local Public Body Eligibility)* a local public body must provide proof that they are eligible to apply for a 5310 vehicle. A local public body must submit one copy of the letter to transportation providers and one copy of the List of Private Transit Providers form. If a local public body has previously been designated as the coordinator of transportation services, provide one copy of the TCC designation or county board resolution. See Appendix A for further instructions.

- vii. Certification of Equivalent Service – Non ADA vehicles only (see [Appendix B re: non-ADA vehicle requests](#)) - if your agency is applying for a non-ADA vehicle, you must sign and upload the Certification of Equivalent Service form.
- viii. Application Workbook for Vehicle Projects - download & complete the gray fields in each tab of the work as outlined on the Instructions tab of the workbook. Some tabs have multiple pages. **Do not modify or delete any of the tabs in the workbook.**
- ix. Written Responses for Vehicle Projects (Appendix E) -download the questions and length limitations. Prepare and upload answers on a separate document. Please ensure that the name of the applying agency is listed on the first page.

STEP 4: RESOURCE TAB

If applicable to your application, a copy of applicable *Leases and Contracts* (as listed in the *Excel Workbook tab*) must be uploaded with the WisDOT Lease approval form, to a designated folder under the Resource tab in BlackCat®.

STEP 5: SUBMISSION

Once all items mentioned in steps 1 through 4 have been completed successfully, the “Submit” button will activate and allow you to submit the application. **If the Submit button is grayed out and does not allow you to submit – please review all steps (especially Step 1) to ensure successful completion.** You will receive an email from the BlackCat system once your application has been successfully submitted.

NEXT STEPS / EVALUATION

Funding decisions for projects are made as part of the federally mandated open, competitive grant application process. Decisions are based on the scoring of an application’s content using the following: 1) evaluation criteria, 2) ranking as compared to other applications, and 3) available funding. The evaluation committee may also consider past grant management by the applicant, information provided on previous grant applications, as well as the applicant’s overall fleet condition. WisDOT will also consider current county 85.21 trust fund balances when making awards to county government agencies. Trust Fund spending plans included in each county’s 2018 85.21 application will be taken into consideration.

After the deadline, the application will go through a completeness check. The program manager will contact you with any comments or issues with the technical aspects of the application through the comments section in the application. An evaluation team will then

review, score and rate each application project (vehicle requests will be evaluated as one request). Once selections are made and approved, they will be announced to the public and to all applicants.

APPEALS PROCESS

WisDOT APPEALS

An applicant may file an appeal with WisDOT on the results of a non-funding recommendation. In order to be considered, an appeal must be based on a perceived issue with the process by which a grant application is scored and awarded. Upon receipt of a request to appeal, WisDOT will investigate and review the process to ensure that all aspects of the evaluation were performed in an appropriate manner and in compliance with state and federal rules. Requests to appeal that are related to the merits, scoring and ranking of an application will not result in final outcome reconsideration.

An appeal must be made in writing via U.S. mail. The letter of appeal from the applicant must include the organization name, contact person, address, telephone number, project description, and the grounds for appeal. The letter of appeal must be postmarked no later than 14 calendar days from the date of WisDOT's notice of the applicant's funding status.

Appeals should be sent via U.S. mail to:

Director
Bureau of Transit, Local Roads, Railroads & Harbors
Wisconsin Department of Transportation
4802 Sheboygan Avenue, Room 951
PO Box 7913
Madison, WI 53707-7913

A written decision will be provided within ten working days of receipt of the appeal. The decision rendered through the appeal process shall be the final decision and is not subject to further appeal or judicial review.

MPO/RPCs APPEALS

Appeals information for each MPO/RPC can be found through links on the WisDOT website. ([WisDOT Section 5310 Website](#))

APPENDIX A: LOCAL PUBLIC BODY ELIGIBILITY REQUIREMENTS – VEHICLES

To be completed by local public bodies applying for 5310 vehicles.

Instructions: To be eligible for the Section 5310 program, the local public body must fulfill the requirements of A **or** B:

- A.** Certify that there are no private non-profit organizations available and willing to provide transportation services to seniors and persons with disabilities in the proposed area by submitting the following two documents:
1. The "Availability of Private Non-Profits" letter or email to all known private nonprofit organizations available and willing to provide transportation services to seniors and persons with disabilities in the area. (See page 18)
 - Letters/emails to private non-profit organizations available and willing to provide transportation services to seniors and individuals with disabilities must be sent by to allow an appropriate amount of time for responses.
 - A list of many of the private nonprofit organizations transportation providers that may be available and willing to provide transportation services to seniors and individuals with disabilities in your area can be found in each county's coordinated plan. ([WisDOT Transit Coordination](#)).
 2. The "List of Private Non-Profit Specialized Transportation Providers" form to record each private non-profit organization you have contacted, along with copies of any comments, objections or requests for information you have received. (See page 19)
- B.** Submit a certified copy of the :
1. County board resolution designating your local public body as the coordinator of transportation services for seniors and persons with disabilities with your application.
- Or**
2. Documentation showing that a Transportation Coordinating Committee (TCC) designated the local public body as the coordinator of transportation services for seniors and persons with disabilities in the proposed service area.

If a local public body is in the process of seeking a county board resolution or TCC designation to be certified as the coordinator of transportation services and the process will not be complete by the application deadline, complete and submit the application. If your application scores well enough to be awarded vehicles, the vehicles will be awarded on a conditional basis pending the completion of the resolution/designation process.

APPENDIX A - TEMPLATE 1.

AVAILABILITY OF PRIVATE NON-PROFITS LETTER

Instructions: Upload one copy of this letter/email as a representation of what to send to private nonprofits. It is not necessary to attach a copy of each customized letter/email. Upload to Resource tab in the BlackCat® online grant management system.

(Date)

(Name)

(Address)

Dear (Name),

The (insert name here), a unit of government, is applying for a vehicle purchase grant through the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities program.

A condition of our eligibility is that no private nonprofit organizations are available to provide transportation services to seniors and persons with disabilities in our service area.

This letter is being sent to you to determine your interest in providing this type of transportation in this area. Written comments, objections regarding certification, and/or requests for additional information must be emailed or postmarked by (insert date).

If you have any questions, please free to contact (insert name) at (insert phone number, email or address).

Sincerely,

(Signature)

(Title)

APPENDIX A - TEMPLATE 2.

LIST OF PRIVATE NON-PROFIT SPECIALIZED TRANSPORTATION PROVIDERS CONTACTED

Background Information: Local public bodies must notify all private non-profit organizations that provide specialized transportation services for seniors and individuals with disabilities in their service area that they are applying for Section 5310 vehicles. It must also offer those organizations the opportunity to provide the proposed service, or comment on and offer alternatives to the proposal.

Instructions: List each of the private nonprofit organizations in your area who you have sent an "Availability of Non-Profits" letter to, and attach a copy of any comments, or offers of alternative services that are received with your application.

Private Non-Profit Name	Contact Name	Email	Address	Comments or alternative services received? (Y/N)

I certify that I have made a good faith effort to notify all private non-profit organizations that provide specialized transportation services for seniors and individuals with disabilities in my service area, and that to my knowledge all private non-profit organizations that provide specialized transportation services for seniors and individuals with disabilities have been contacted.

Name of Authorized Individual

Signature Date

APPENDIX B: CERTIFICATION OF EQUIVALENT SERVICE

Background Information: This form is required for any applicant that is applying for one or more vehicles which are not accessible to persons with disabilities.

Instructions: Sign and date the form below and upload a copy with the application materials under the Resource tab.

In accordance with 49 CFR 37.77, I certify on behalf of our agency that its demand-responsive system, when viewed in its entirety, shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the services provided other individuals with respect to the following characteristics:

- Response time
- Fares
- Geographic area of service
- Hours and days of service
- Restrictions or priorities based on trip purpose
- Availability of information and reservation capability
- Any constraints on capacity or service availability

Name of Agency

Name of Authorized Individual

Signature

Date

APPENDIX C: ANTICIPATED VEHICLE DESCRIPTIONS AND COSTS

Anticipated Vehicle Descriptions and Costs

The vehicle descriptions are based on the 2017 vehicle procurement. Because of changes in available equipment, prices and the changing needs of recipients, the vehicles may differ from this list, and prices may also change. Applicants will be notified of the finalized prices and selection of vehicles as soon as it is available. Vehicles will be purchased with standardized specifications.

Note to Reviewers: This will be updated when available

Type	Seating (ambulatory passengers plus driver/wheelchair positions)	Estimated Total Cost	Estimated 20% Match Cost	FTA Line Item Number (New / Replacement)
Minivan – Side Entry	5/1	\$39,000	\$7,800	111215 / 111315
Minivan – Rear Entry	4/2	\$37,000	\$7,400	
Transit/Bariatric Vehicle	4/2 – 8/0	\$53,000	\$10,600	
Minibus – Non-ADA	13/0	\$51,000	\$10,200	111204 / 111304
Minibus – Dual Axle (Gas)	7/2	\$54,000	\$10,800	
Minibus – Dual Axle (Diesel)	8/1	\$61,000	\$12,200	
Minibus – Single Axle (Gas)	8/1	\$57,000	\$11,400	
Med. Bus – Gas	11/2	\$59,000	\$11,800	111204 / 111304
Med. Bus – Honeycomb Fiberglass Construction	11/2	\$67,000	\$13,400	
Med. Bus – Low Floor	15/2	\$106,000	\$21,200	
Large Bus	21/2	\$94,000	\$18,800	111202 / 111302
Large Bus – Honeycomb Construction	21/2	\$102,000	\$20,400	
Conventional Bus	27/2	\$130,000	\$26,000	

APPENDIX D: APPLICATION EVALUATION FORM

Applicant Name:				
Vehicle Type:	<input type="checkbox"/> Replacement	<input type="checkbox"/> Expansion		
Request:				

Criteria	Low	Medium	High	Excellent	Total
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Demonstration of Vehicle Need and Service Benefits (40 points possible)

	0-27	28-31	32-35	36-40	____/40
<ul style="list-style-type: none"> ▪ Clearly describes the project and how it meets the eligibility requirements. (15 pts) ▪ Describes the services and benefits to be provided with the vehicle. Describes results if request is not funded. Discussion is supported by data. (15 pts) ▪ Replacement Vehicle: Explains why current fleet cannot meet current needs. Explains choice of specific vehicle to be replaced. (10 pts) <li style="text-align: center;">OR ▪ Service Expansion Vehicle: Describes the planned service expansion and how the need for the expanded service was determined. (10 pts) 	<i>Evaluator Comments:</i>				

Promotes the Development of a Coordinated Network (30 points possible)

	0-20	21-23	24-26	27-30	____/30
<ul style="list-style-type: none"> ▪ Identifies partners and stakeholders; describes applicant's role in providing service. (10 pts) ▪ Identifies existing available transportation services; describes how the grant request will complement, rather than duplicate, those services. (10 pts) ▪ Describes how the applicant will ensure service coordination. (10 pts) 	<i>Evaluator Comments:</i>				

Financial and Technical Capabilities (30 points possible)

	0-20	21-23	24-26	27-30	____/30
<ul style="list-style-type: none"> ▪ Describes all transportation-related services provided by the organization to seniors and individuals with disabilities. (10 pts) ▪ Describes the organization's ability to manage the vehicle and comply with all federal and state requirements for the full useful life of the vehicle. (10 pts) ▪ Describes source of local match. If from outside sources, certifies it is secure with support letters. (10 pts) 	<i>Evaluator Comments:</i>				

Total points per project	0-69	70-79	80-89	90-100	____/100
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Evaluator award recommendation if other than full request:

APPENDIX E: VEHICLE WORKBOOK INSTRUCTIONS

Download and complete the gray fields in each tab of the workbook (see below). Some have multiple pages. Do not modify any of the tabs in the workbook. When complete, **upload as an Excel file.**

1. *General Information* –

Complete all gray-shaded boxes. **NEW:** Be sure to include your DUNS and SAM numbers.

2. *Ridership Information* –

In the Ridership information section, you will need to enter in the number of one-way trips for your specialized transit service in the years specified. If you have a new service, you do not have to fill in the columns for past annual one-way trips. **NEW:** Ridership demographics no longer need be broken out by county. Please provide it for your overall program only.

3. **NEW:** *Vehicles Designated for Replacement*

If you are requesting funding for a vehicle that will replace another vehicle in your fleet, please provide information on all the lines provided. If you are requesting funding for more than 3 replacement vehicles, please copy this page and include it in your submission.

4. *Vehicle Inventory*

- a. Provide a list of your entire current specialized transit vehicle inventory (including specialized transit vehicles not purchased with 5310 funds). Be sure to check which vehicles, if any, will be replaced by vehicles requested in the application.
- b. **NEW:** We are asking for the total mileage and mileage driven in 2017 for each vehicle. Additionally, we are asking you to identify which, if any, vehicles are leased to another provider. Please upload a copy of each lease and/or contractual agreement with the signed WisDOT approval form in a designated folder under the Resources tab in BlackCat®.
- c. Do not include vehicles that are being requested in this application on your list.
*Note: Vehicle Inventory found in BlackCat® only includes federally funded vehicles.

5. *Vehicle Request & Service Summary* –

- a. Please indicate the type of vehicle(s) requested in order of highest priority to lowest priority. Provide an estimate of how many hours, miles and one-way passenger trips each vehicle will be scheduled for during an average week.
- b. The vehicle descriptions are based on the 2018 vehicle procurement. Vehicles for the 2018 application may differ from this list. Applicants will be notified of the final selection of vehicles as soon as it is available.
- c. If a vehicle is not on the list of vehicles provided, applicants may fill out the "Other Vehicle Type Request". Other vehicle requests are not guaranteed, but will be considered.

Applicants should bear in mind that an award for one of these vehicles will require procurement efforts by your agency that complies with federal and state rules. Additionally, your agency will need to pay for the vehicle and will be reimbursed up to 80 percent of the purchase price.

6. *Transportation Program finances*

Please provide the estimated 2019 expenses for your transportation program. Only include expenses related to your transportation services. Do not submit information about the finances of your entire organization.