

WETAP

2023

APPLICATION GUIDELINES

Issued November 4th 2022

DUE DECEMBER 9th 2022 at 2pm

Wisconsin Employment Transportation Assistance Program

Sponsored by the Wisconsin Department of Transportation

IMPORTANT INFORMATION

Applications for the 2022 WETAP program will be submitted on WisDOT's online grant management system [BlackCat® Grant Management System](#)

If you do not already have username and password to access BlackCat, please email Katie Patterson (katherine.patterson@dot.wi.gov) with the information below to receive access information.

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

Applications MUST be submitted into the BlackCat System by DECEMBER 9th at 2pm

PROGRAM BACKGROUND

Introduction

The Wisconsin Department of Transportation (WisDOT) is pleased to sponsor the Wisconsin Employment Transportation Assistance Program (WETAP). This is an **annual** competitive grant program that integrates state and federal funding sources into one coordinated program to help local areas assess and address transportation needs for low-income workers.

Operating projects funded at 50 percent of net expense
Capital projects are funded at 80 percent of net expense

Program Objectives

Lack of transportation is a significant barrier to getting and keeping jobs for low-income workers. Improving transportation services can improve the economic outcomes among these workers and the State. The following objectives should be met through the funded projects:

- Provide new or expanded transportation services that resolve the employment-related transportation needs of eligible low-income workers.
- Encourage ridesharing through public transportation expansion, vanpools, or carpools; and innovative individual solutions, such as car repair programs, used car loan programs.
- Develop coordinated transportation solutions based on a local planning process involving local stakeholders.

ELIGIBILITY

Eligible Applicants

Private non-profit organizations

Eligible Projects

Projects must provide new or expanded service designed to fill transportation gaps for low-income workers. Eligible projects include, but are not limited to:

- Late-Night and weekend service;
- Guaranteed ride home service;
- Shuttle service;
- Expanding fixed route public transit routes, including hours of service or coverage;
- Demand-responsive van service;
- Ridesharing and carpooling activities (not from private companies like Uber or Lyft)
- Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute, providing secure bicycle parking at transit stations, or infrastructure and operating expenses for bicycle sharing programs in the vicinity of transit stations, but does not include the acquisition of bicycles);
- Promotion, through marketing efforts, of the: (1) use of transit by low-income individuals and welfare recipients with nontraditional work schedules; (2) use of transit voucher program by appropriate agencies for welfare recipients and other low-income individuals; (3) development of employer-provided transportation such as shuttles, ridesharing, carpooling; or (4) use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;
- Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services.
- Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. Job access and reverse commute projects can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency.

- Providers of transportation can then submit the voucher to the WETAP recipient or subrecipient administering the project for payment based on predetermined rates or contractual arrangements.
- Vouchers are an operational expense which requires a **50 percent local match**
- Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible.
- Supporting local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides, including the provision of capital loan guarantees for such car loan programs, provided the federal interest in the loan guarantee fund is maintained and the funds continue to be used for subsequent loan guarantees **or are returned to the government upon the release of funds from each guarantee;**
- Implementing intelligent transportation systems (ITS), including customer trip information technology, vehicle position monitoring systems, or geographic information systems (GIS) software;
- Integrating automated regional public transit and human service transportation information, scheduling, and dispatch functions;
- Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes, or service from urbanized area and non-urbanized areas to suburban work place;
- Subsidizing the purchase or lease by a nonprofit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace; Supporting mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management techniques may enhance transportation access for populations beyond those serviced by one agency or organization within a community.
 - For example, under mobility management, a nonprofit agency could receive job access and reverse commute funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other nonprofits, but not the operating costs of the service.
 - As described under "Capital Projects," mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service.

Ineligible Projects

Ineligible projects include, but are not limited to:

- Gas vouchers
- Vehicle maintenance expenses for individuals (*This is general maintenance of an individual's vehicle. Vehicle repair loans to assist in employment transportation are acceptable*)
- Vehicle insurance subsidies
- Driver's license recovery
- Bicycle (purchase or maintenance) program
- Capital purchases

Eligible Customers

Eligible customers are low-income individuals and public assistance recipients. Low-income is defined as individuals whose family income is at or below 150% of the federal poverty level.

2022 Poverty Guidelines - Annual

Persons in Household	48 Contiguous States and D.C. Poverty Guidelines (Annual)	
	100%	150%
1	\$13,590	\$20,385
2	\$18,310	\$27,465
3	\$23,030	\$34,545
4	\$27,750	\$41,625
5	\$32,470	\$48,705
6	\$37,190	\$55,785
7	\$41,910	\$62,865
8	\$46,630	\$69,945
Add \$4,720 for each person over 8		

Eligible Match

All WETAP proposals must include proof of local match. 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.

Examples of cash match:

- State or local funding
- Private donations
- Net income generated from advertising, concessions, and loan repayment
- Other non-USDOT federal funds

Examples of in-kind match:

- Donated facility space to operate the program
- Labor contributed to the project (see note on valuing volunteer time below)
- Legal services contributed to the project

All in-kind match must:

- Be represented as an expense in the applicant's budget
- Represent a cost that would otherwise be eligible under the project
- Be reported in the quarterly/monthly billing forms
- Be formally documented in the grantee's records and be available upon WisDOT request
- Not be included as a contribution for any other federally-assisted or state-assisted project or program
- Be allowable under the applicable cost principles (For additional information please read non-profits see [2 CFR Part 230](#) or [Local and Indian Tribal Governments see 2 CFR Part 225](#) from the [Office of Management and Budget](#))
- Be documented in a letter of support, if outside the applicant's organization

Valuing Volunteer Time

Actuals should always be used to value time when available. When actuals are not available WisDOT requests that you use the data available from the Wisconsin Department of Workforce

Development's WorkNet site at <http://worknet.wisconsin.gov/worknet/>. Click on 'Wage Comparison' to begin the search.

Example 1 – Actual value of time is available

Your agency's director devotes 1 hour per week to the oversight of your project for a total of 50 hours per calendar year. The director's salary, including benefits, is \$65 per hour and the funding for the director comes from non-US DOT funding (e.g. charitable donations). In this case, the value of the in-kind contribution is estimated at \$3,250 (\$65 per hour x 50 hours) for the year. Over the course of the year, the director may only end up devoting 45 hours to the project, so the actual value of the in-kind contribution is \$2,925 (\$65 x 45).

Example 2 – Actual value of time not available

Your vanpool project uses 2 volunteers to drive the van. Use the WorkNet website to find the value of a taxi driver or bus operator in your service area (county). You will get the average wage for an entry level, average and experienced driver in your county, as well as the statewide average. You are welcome to use the value that you feel is most appropriate and works best for your grant. The most important thing is to select the occupation that best describes the type of work the volunteers are performing for your organization for this project. You don't want to undervalue your volunteers, nor should you overvalue their time. Once you have established the hourly rate, multiply that value by the anticipated number of hours they will be donating to the project for the entire year.

GRANTEE RESPONSIBILITIES

Below are highlights of the grantee responsibilities if an award is executed. For a complete list of state and federal requirements please request a sample grant agreement.

- Period of performance will begin January 1st, 2023 and conclude December 31st, 2023. All documentation, reporting and reimbursement requests must be completed no later than March 31, 2023.
- Comply with the federally-mandated Certifications and Assurances. This document must be signed at the time of application and an updated version must be signed when grant agreements are issued.
- Submit quarterly requisition and performance measurement forms within 30 days of the close of each quarter. These reports will be compared to the data provided in the application for purposes of compliance, evaluation, and future funding consideration.
- Each quarter, at least one grantee will be selected at random by WisDOT and asked to provide supporting documentation for all expenses incurred and billed during the billing period (e.g. receipts, timesheets). The grantee will be notified of their selection by the close of the quarter and must then provide the documentation along with the requisition and service measures reports for that period. If a subrecipient is deemed "high risk", they

may be asked to submit this documentation with each quarterly reimbursement submission.

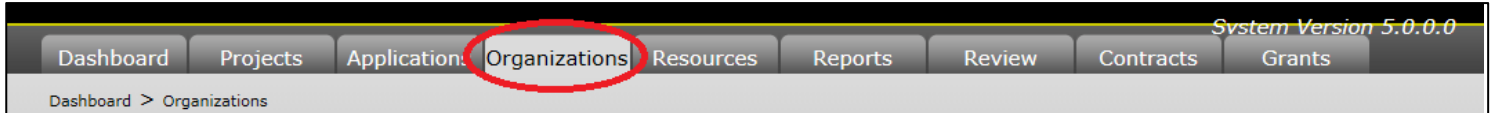
- Complete funding reconciliation within 90 days of the close of the period of performance.
- Follow all federal and state requirements for procurements. WisDOT requires that any requests for purchase of services or capital items be submitted to WisDOT for review and approval prior to the applicant's entry into a service contract or purchase of any capital items. See [the WisDOT procurement web page for further information](#). Failure to follow this requirement will make any unapproved procurement ineligible for reimbursement.
- All recipients of FTA funding are required to meet all Civil Rights requirements including developing and implementing a Title VI plan and (if applicable) complying with Disadvantaged Business Enterprise (DBE) reporting.
- Adhere to federal and state asset management requirements.
- The recipient must 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. § 5311 Formula Grants of Other than Urbanized Areas (5311) (CFDA 20.509)*
- Final reimbursement for grantees will be withheld until the final grantee reports are submitted and all performance and outcome criteria specified in the grant have been adequately addressed.
- Once awarded, any modification to the grant project must be approved by the program manager and a grant amendment executed prior to permitting the additional work to proceed.
- Organizations must be willing to share project successes for potential replication by other organizations.
- All awarded projects will be evaluated on the performance and completion of the specific performance measurements as outlined in the grant application.
- Provide a copy of the agency's annual single audit to the WETAP Program Manager, if required (see Single Audit section of Application on the 'General Info' tab).

APPLICATION INFORMATION FOR BLACKCAT

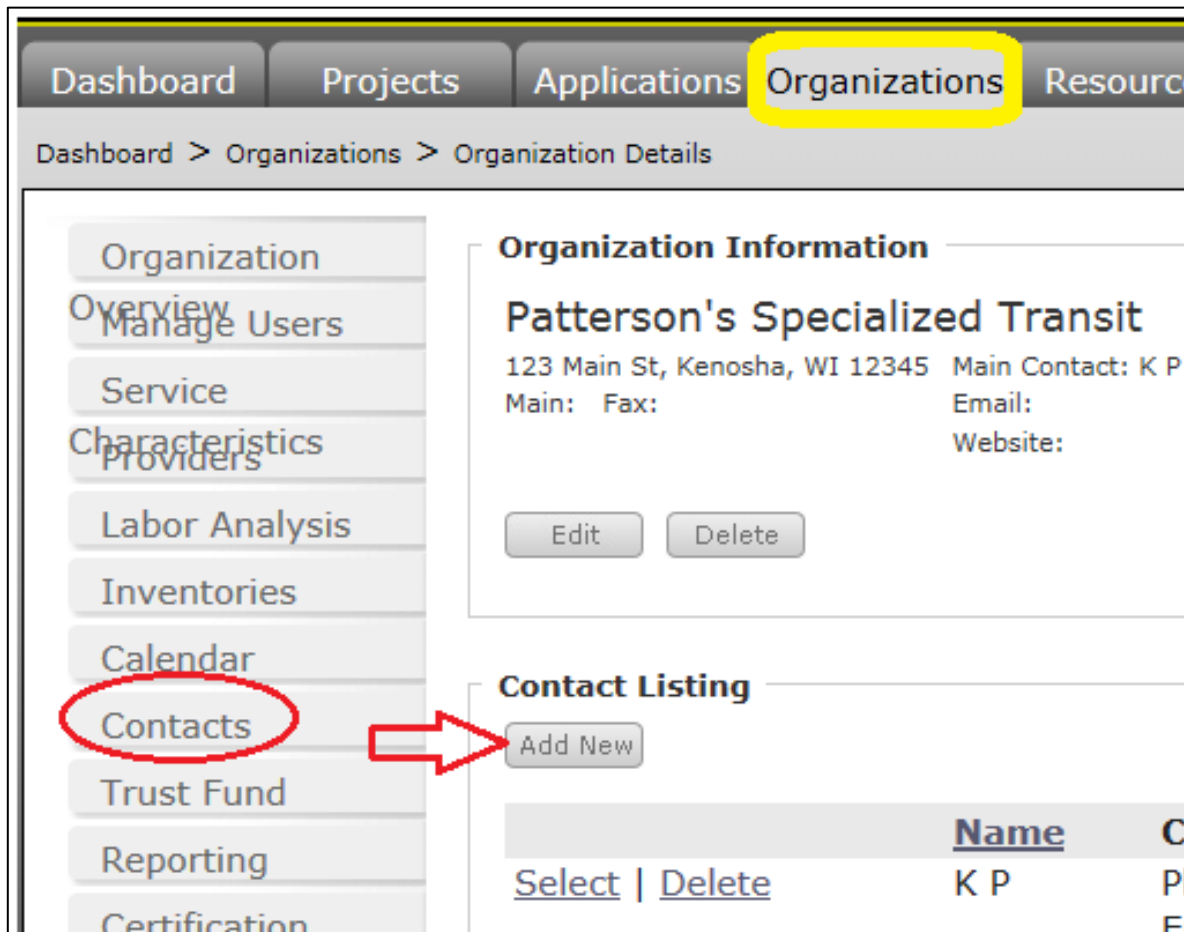
The following areas must be completed for the application to be successfully submitted and eligible to compete for funding.

STEP 1: ORGANIZATION TAB

Complete the following under the Organizations tab:



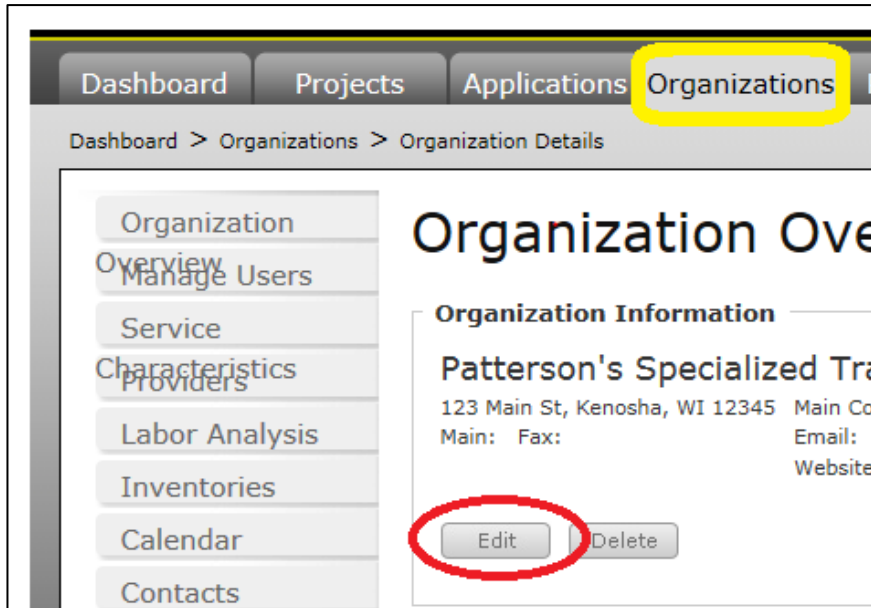
CONTACTS – Select “Contacts” and then “Add New” under the Contact Listing category. **Please enter all possible contacts for your organization and be sure to include their title.**



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.



CERTIFICATION – Prior to submitting your application, you must complete all applicable certifications for the 2022 calendar year. (Make sure to select appropriate year and click save)

- **Certification of Review and Accuracy**
- **Federal Funding Accountability and Transparency Act (FFATA) Certification**

Dashboard | Projects | Applications | **Organizations** | Resources | Reports

Dashboard > Organizations > Organization Details

Organization

Overview

Manage Users

Service

Characteristics

Providers

Labor Analysis

Inventories

Calendar

Contacts

Trust Fund

Reporting

Certification

Organization Information

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

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 application and other documents listed in the application Global Resources section.

Federal Funding Accountability and Transparency Act (FFATA)

The 2006 Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to award awards (including federal financial assistance and expenditures) to recipients that receive federal funding will be exempt from the requirements of the Act if the grant is awarded to WisDOT.

Select the calendar year for which you are required to complete this section each year.

Our organization received 80 percent or more of its procurement contracts (and subcontract awards) under the Transparency Act, as defined at 2 CFR 101.11.6.

Our organization received \$25,000,000 or more of its procurement contracts (and subcontract awards) under the Transparency Act (and subawards).

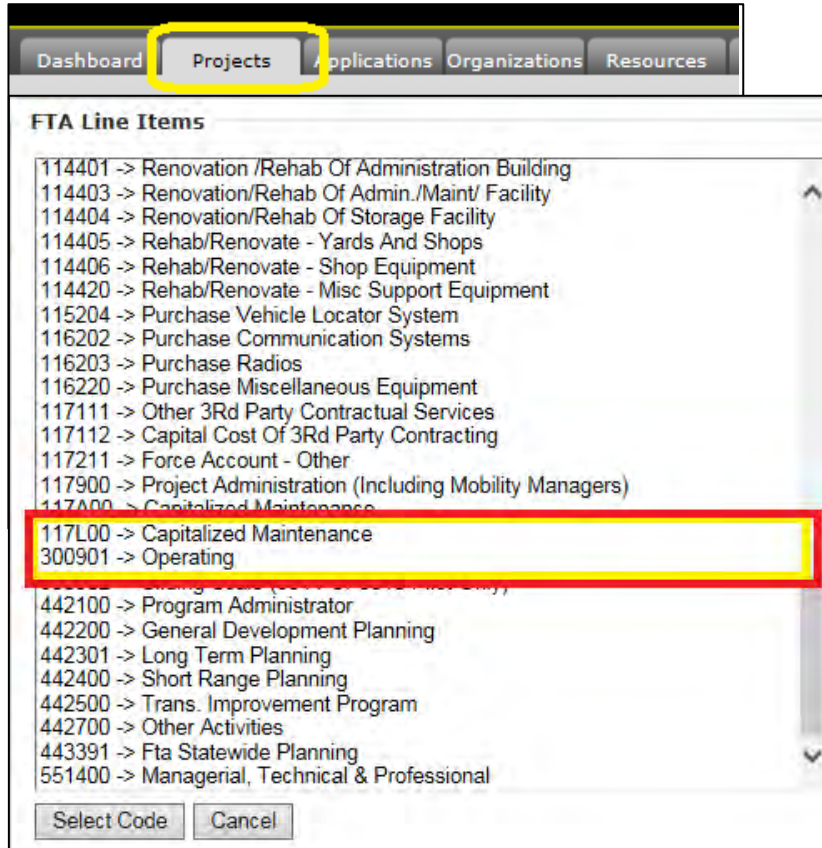
The public does NOT have access to information through periodic reports filed under sections 10134 (15 U.S.C. 78m(a), 78o(d)) or 10136. (To determine if the public has access to information under the Freedom of Information Act, U.S. Security and Exchange Commission website: <http://www.sec.gov/answers/excomp/>)

STEP 2: PROJECT TAB

Add a project and funding request for each project type requested. If you are requesting more than one project type (i.e. operating and capital) you must add two separate projects.

1. **Add new** project

2. Complete **"Project Details – Add New"** a. **CY:** select 2022 from the drop down



FTA Line Item: Scroll down and select the appropriate FTA Line Item. (See image for eligible FTA line items)

- i. Select **30.09.01** for **Operating**
 - ii. Select **11.7L.00** for **Capital**.
 - iii. Once selected, the **Description** will automatically prefill.
- c. **"Total Estimated Expenses"**: Enter Net Expenses
 - d. **"Quantity"**: leave blank
 - e. **"Priority"**: leave blank.
 - f. **Notes**: This field is optional

g. Click **"SAVE"**

3. Complete **"Funding Requests"**

a. Capital

i. Click on **"Select"**

ii. Then select the **"Funding"** tab

iii. Select **"Expenses"** tab. 1. Enter the **total estimated cost** in **line number 700** and then click **"Save"**. **Please note: for these two capital projects, you do not need to enter anything under the Revenue tab.*

b. Operating Projects

i. Click on **"Select"**

ii. Then select the **"Funding"** tab

iii. Select **"Revenue"** tab.

1. Enter in the appropriate revenues as pertaining to your project.

2. In most cases, you will enter the amount in line number **401.99**

iv. Select **"Expenses"** tab. 1. Enter the total expected expenses for your project under line number 509.99.000 *Other Misc Expenses*.

v. click **"Save"**.

4. Once the Operating and/or Capital projects are entered, **you are ready to move to the Application Tab.**

STEP 3: APPLICATIONS TAB

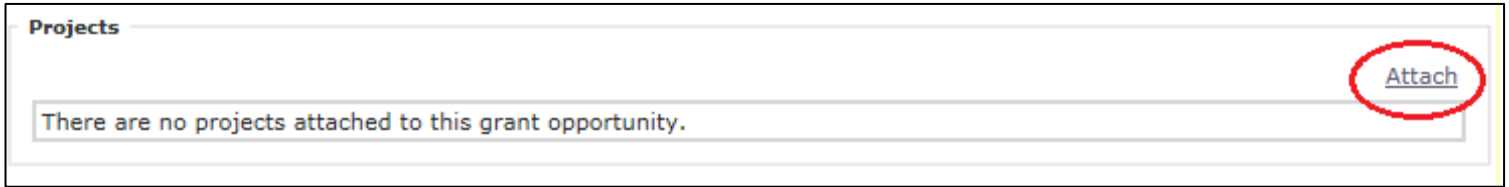
1. Click on the Application Tab

2. Select 2022 from the Year drop-down menu

3. Select the "New" tab to display current grant opportunities.

4. Select the 2022 Section WETAP Grant

a. Attach Projects created in Step 2

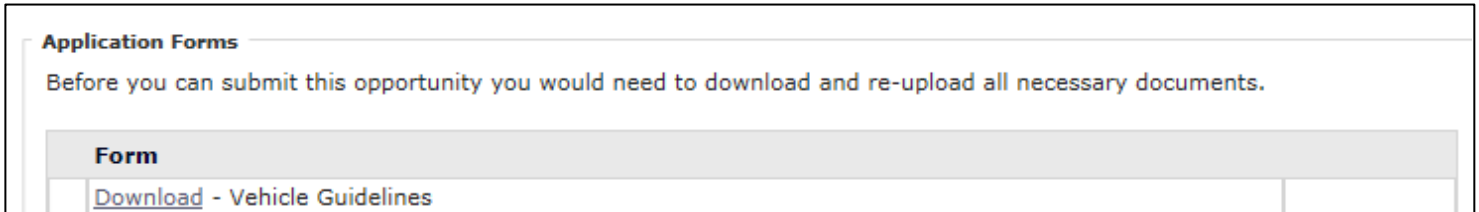


Projects

There are no projects attached to this grant opportunity.

[Attach](#)

b. 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.
- d. 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.
- e. Upload each form from your computer using the link to the right of the category.
 - i. 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.

f. 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.
 - 1. 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).

2. 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.
3. Written Responses -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.
4. Application Workbook - 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.

STEP 4: RESOURCE TAB

If applicable to your application, the following documents should be uploaded to a folder under this *tab*.

- Leases and Contracts - upload a copy of each lease and/or contractual agreement in a designated folder under the Resource tab in BlackCat®.
- Copy of your latest Single Audit, if applicable.

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 to ensure successful completion. You will receive an email from the BlackCat system once your application has been successfully submitted.

APPLICATION INFORMATION

Proposal Criteria

The evaluation criteria used to score proposals is available on the WisDOT WETAP website (see 2022 WETAP evaluation form). Keep these criteria in mind while completing the application.

Required Documents

The following documents must be included to be considered a complete application packet:

A. 2022 WETAP Application

This is the Excel workbook that you will download, fill out, and upload back into BlackCat in your "Applications" tab. This document has multiple tabs on the bottom, so be sure to complete all required tabs for the project(s) you are applying for. .

B. Written Responses

See the *Written Responses* tab in the 2022 WETAP Application for the list of questions and length limitations. Please ensure that the name of the applying agency is listed on the first page. Upload your written responses into BlackCat under the "Applications" tab

C. Local Match Support Documentation

Include documentation of all cash and in-kind commitments for the required local match of project costs (e.g. MOU, letter of support, award letter). This is a Word document that you will download, fill out, and upload back into BlackCat. Any additional documents for your local match support can be uploaded into your "Resources" tab in BlackCat.

D. Federal Transit Administration's (FTA) Certifications and Assurances

This is a pdf document that you will download, fill out, and upload back into BlackCat in your "Applications" tab. Be sure to **initial and sign** the document in the required sections.

E. Single Audit

If your agency receives more than \$750,000 a year in Federal funds from all sources then you must submit your most recent single audit into BlackCat in the "Applications" tab.

F. Non-profit Documentation

If your agency is applying as a private non-profit then you must attach proof of non-profit status (a W-9 form) and a financial plan (letter of credit from a financial institution and/or balance sheet may be substituted). Please load the W-9 form and the financial plan document into BlackCat in your "Applications" tab.

Coordination

FTA requires that awarded projects funded under Section 5311 are 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 WETAP 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](#).

Due Date

Applications must be received by **DECEMBER 9th 2022 at 2pm**

Applications for the 2023 WETAP program will be submitted on WisDOT's [online grant management system BlackCat® Grant Management System](#)

If you do not already have username and password to access BlackCat, please email katherine.patterson@dot.wi.gov with the information below to receive access information.

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

Late and/or incomplete applications will not be considered.

Process

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:
Jennifer Murry, Bureau Director
Bureau of Transit, Local Roads, Railroads & Harbors
Wisconsin Department of Transportation
4822 Madison Yards Way 6th Floor South
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.

Timeline

Application Released	November 4 th 2022
Applications Submitted into BlackCat	December 9 th 2022 at 2pm
Awards Announced	Mid-December 2023
Grant Cycle Begins	January 1, 2023
Grant Cycle Ends	December 31, 2023

FUNDING

Funding Sources

- This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. § 5311 *Formula Grants for Rural Areas* (CFDA 20.509) and 49 U.S.C. § 5307 *Formula Grants for Urban Areas* (CFDA 20.507).
- WisDOT also provides state funding through *Transportation Employment and Mobility* (TEAM) program (s. 85.24).
- The Wisconsin Department of Workforce Development provides state funding through *Employment Transit Assistance Program* funds (s. 106.26).
- Local match is provided by the grantee through cash and/or in-kind services available to support the project(s).

Funding Distribution

WETAP provides state and federal dollars for demonstration projects with the objective of eventual self-sustainability.

- Grants are awarded for one year with no guarantee of continued funding.
- An application is required each year to be considered for future funding.
- Preference will be given to projects showing the greatest level of need and coordination.
- Preference will also be given to those projects showing an ability to become self-sustainable or alternatively funded after a reasonable number of years.

Additional Funding Considerations

- Planning for the proposed project and any costs incurred prior to the contract period (calendar year) are not eligible for WETAP funding.
- Continuing projects must have met all WETAP grant requirements in previous grant cycles in order to be an eligible applicant for the next WETAP cycle.
- WETAP funding cannot replace existing sources of funds used for transportation services.

PROJECT BUDGET

The project's proposed budget is submitted in the application packet via the 2022 WETAP Application excel form. If the project is selected for award the applicant may be asked to revise the budget. Any revisions to the proposed budget will be added to the application as an amendment. Any requests by the applicant/grantee to change the budget must be submitted to the WETAP Manager for approval.

The following are definitions of commonly confused budget line items:

Project Operation – Costs paid for direct expenses to grant operation (i.e. payment to transportation vendor for services rendered; cost of vouchers)

Operating Costs – Office supplies, facility and utility expenses, leases, etc.

Operating vs. Capital Expenses

All eligible expenses associated with **providing mobility management are regarded as capital expenses**. Additionally, the principal value of loans for vehicle repair/purchase shall be regarded as a capital expense. Mobility management and vehicle loans are the only allowable capital expenses under WETAP.

PROJECT OUTCOMES

All grant projects will be evaluated on the performance and completion of the specific measurements and outcomes as outlined in the grant application.

All grantees will be required to complete the Outcome Forms for both capital and operating projects. These reports will be compared to the data provided in the application for purposes of compliance, evaluation and future funding consideration.

Final reimbursement for grantees will be withheld until the final grantee reports are submitted and all performance and outcome criteria specified in the grant have been achieved.

Any modification to the grant project (once awarded) must be submitted in writing to the WETAP Manager. Upon approval, a written application amendment will be issued.

Organizations must be willing to share project success for potential replication by other organizations.

Outcome Definitions

Trip-Based Service

- *Number of one-way rides provided:* Report the number of regular and sponsored unlinked passenger trips.
 - Regular Unlinked Passenger Trips (UPT) is service operated as part of the normal transit schedule. Complementary ADA paratransit trips are regular UPT. Also, bus, vanpool and intercity bus services are regular UPT.
 - Sponsored Unlinked Passenger Trips is transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Sponsored UPT only apply to the Demand Response mode.
- *Total hours of service:* Report the total vehicle revenue hours.
 - Vehicle revenue hours (VRH) are the total amount of hours for the reporting period that all vehicles travel in revenue service*. VRH include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. For demand response mode, VRH are the total amount of hours for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the hours of personal vehicles used in service.
- *Total miles of service:* Report the total vehicle revenue miles.
 - Vehicle revenue miles (VRM) are the miles that vehicles are scheduled to or actually travel while in revenue service*. Vehicle revenue miles include layover/recovery time, but exclude deadhead, operator training, vehicle maintenance testing, and, school bus and charter services. For demand response mode, annual VRM are the total amount of miles for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the miles of personal vehicles and taxi cabs used in service.

Number of jobs accessed: Actual or estimated number of jobs accessed as a direct result of this project.

If one worker starts riding the service daily to go to the same job, report that one job was accessed that month. The following month do not report this same worker. The number of jobs accessed at the end of the year (totaled from your quarterly reports) should not count the same job more than once.

Route length (one-way in miles): Route length is the distance in miles from the first stop to the last stop.

Information-Based Service (Mobility Management)

Number of contacts made: Number of in-person, email or phone contacts made per month. Contact with the same person multiple times can be counted as multiple contacts.

Number of referrals made: Number of contacts that were referred onto another service outside of your project. Referrals to programs within your agency that are not WETAP-funded projects count towards your referral total.

Number of jobs accessed: Actual or estimated number of jobs accessed as a direct result of this project.

Number of one-way work-related rides provided: Report the actual number of one-way work-related rides were provided if the mobility manager directly provides rides. Do not count rides in this section that are included in the trip-based service or capital investments sections.

Capital Investments (Vehicle Loans)

Number of jobs accessed: Actual or estimated number of jobs accessed as a direct result of this project.

If one vehicle loan is made to an individual to drive to work and they carpool with one other individual, report that two jobs were accessed that month. The following month do not report these same jobs. The number of jobs accessed at the end of the year (totaled from your monthly reports) should not count the same job more than once.

Number of one-way trips provided as part of the ride-sharing component: Actual or estimated number of one-way shared trips that were provided via the purchased or repaired vehicles. Do not count any rides that carpooling was not used.

DEFINITIONS

Americans with Disabilities Act (ADA)

Public Law 336 of the 101st Congress enacted July 26, 1990 (42 U.S.C. 12101 et seq.) The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. More information on the ADA requirements of public transportation can be found at: http://www.fta.dot.gov/laws/leg_reg_3301.html

Capacity Building

Capacity building can be defined as “the development of building blocks within a region/community to address a critical transportation need.” A fundamental goal of capacity building is to enhance the ability to evaluate and address the crucial questions related to policy and modes of implementation.

Disadvantaged Business Enterprise (DBE) Program

When entering into grant agreements for FTA assistance, WisDOT and its subrecipients agree to adhere to federal DBE requirements (49 CFR Part 26). WisDOT will work with subrecipients to ensure compliance with DBE requirements related to procurement, contracting, goal setting and reporting. Information on DBE requirements is available on the WisDOT website at: <http://wisconsin.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/dbe.aspx>

FFY

Federal Fiscal Year

FTA

Federal Transit Administration

Large Urbanized Area

Urbanized areas (defined as such by the U.S. Census Bureau and used in the context of FTA formula grant programs) with a population of more than 200,000.

Locally Developed, Coordinated Public Transit-Human Services Transportation Plan

A plan that assesses available transportation resources, identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, and provides prioritized strategies for funding and implementation to address transportation needs and gaps. In Wisconsin, coordination plans may be organized at the local, county, multi-county or regional level. SAFETEA-LU requires coordination plans be developed through a process that includes a broad base of stakeholders including representatives of public, private and non-profit transportation and human service providers, and participation by members of the public.

Local Public Bodies

Local public bodies include counties, municipalities, or agencies thereof. Transit commissions and Native American Tribes are also considered local public bodies.

Mobility Management

Mobility management is a transportation management solution that focuses on the transportation needs of individuals through collaboration with local, county or regional public and private transportation providers, and community partners and stakeholders to develop and improve transportation coordination and service delivery. Mobility management:

- maximizes the use of fiscal and capital resources.
- improves the effectiveness and efficiency of funding, ride coordination and customer access.
- identifies the needs, gaps and barriers in service for the transportation disadvantaged (elderly, disabled, low-income) through collaboration.
- develops strategies to remedy transportation needs for the transportation disadvantaged.

Mobility management activities are eligible for WETAP funding as a capital expense.

Mobility Manager

Under WETAP's definitions, a Mobility Manager is the transportation coordination leader responsible for the development and implementation of a mobility management program and its activities at the program management level.

Net Operating Cost (Deficit)

Total project costs minus project revenue (e.g. passenger fares and other operating revenues).

Non-urbanized Area

Any area outside of an urbanized area. The term "non-urbanized area" includes rural areas and urban areas under 50,000 in population that are not included in an urbanized area.

Operating Expenses

Operating expenses are those costs directly related to project operations. Operating expenses include vehicle operations, vehicle maintenance (for program vehicles only), non-vehicle maintenance, and general administration.

Public Transportation

Public transportation is defined in CHAPTER 53 OF TITLE 49, as amended by the SAFETEA-LU:

"...transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity)."

SFY

State Fiscal Year

Small Urbanized Area

Urbanized areas (defined as such by the U.S. Census Bureau and used in the context of FTA formula grant programs) with a population of at least 50,000 but less than 200,000.

Transportation Coordination

A process where human service agencies, transportation providers, consumer groups and public officials work together to develop and improve services for the elderly, persons with disabilities, and persons of low income. Goals of transportation coordination are to achieve:

- more cost-effective service delivery;
- increased capacity to serve unmet needs and gaps in service;
- improved quality of service;
- improved assessment of individual mobility needs;
- improved communication so access to services are easily understood by riders;
- coordination of transportation resources funded by different programs.

WisDOT

Wisconsin Department of Transportation