WETAP
Program Information

Wisconsin Employment Transportation Assistance Program
Sponsored by the Wisconsin Department of Transportation

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. Application process is open around September of each year.   Updates to the program can be found at
http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/wetap.aspx

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
- Operators of public transportation services, including private operators of public transportation services

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;
- 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 FTA recipient or subrecipient administering the project for payment based on predetermined rates or contractual arrangements.
- Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible.
- Vouchers are an operational expense which requires a 50 percent local match;
- 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;
- Otherwise facilitating the provision of public transportation service to suburban employment opportunities; and
- 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
- Bus pass vouchers
- Shared-ride taxi vouchers
- Vehicle maintenance expenses for individuals
- Vehicle insurance subsidies
- 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.

Federal Poverty Level Guidelines for 2016 (updated in the current year grant application)

Persons in Family	Poverty Guideline	150% Poverty Level
1	$11,880	$17,820
2	$16,020	$24,030
3	$20,160	$30,240
4	$24,300	$36,450
5	$28,440	$42,660
6	$32,580	$48,870
7	$36,730	$55,095
8	$40,890	$61,335
Each additional person		+$6,240

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.

GRANT 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, YYYY and conclude December 31st, YYYY. All documentation, reporting and reimbursement requests must be completed no later than March 31, YYYY.
- 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).

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.

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 of Other than Urbanized Areas (5311)* (CFDA 20.509).
- WisDOT also provides state funding through *Transportation Employment and Mobility* (TEAM) program (s. 85.24).

- 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 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.
- Funding through the WETAP program is done by quarterly reimbursement, unless a waiver request for monthly reimbursement has been received and approved by WisDOT. The first reimbursement check cannot be issued until federal and state funds have been secured and a contract has been established. *Please be advised that this may not be concurrent with the beginning of the contract period.*

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 Quarterly Billing and Outcome Forms for both capital and operating projects, unless a waiver request for monthly reporting has been received and approved by WisDOT. 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.

Revenue Service (Miles, Hours, and Trips) is the time when a vehicle is available to the general public and there is an expectation of carrying passengers.
These passengers either:
- Directly pay fares
- Are subsidized by public policy, or
- Provide payment through some contractual arrangement.

Vehicles operated in fare free service are considered in revenue service. Revenue service includes:
- Layover / recovery time.

Revenue service excludes:
- Deadhead
- Vehicle maintenance testing
- School bus service, and
- Charter 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.

APPLICATION EVALUATION

- An application will not be accepted if all documents requested are not uploaded and completed by the application deadline.
- Application must meet a minimum score of 65 pts out of 100 to be considered for grant distribution.
- Instructions for the excel application form and the written response form are provided within each document.
- Your score matters! Follow the format for each document. Provide complete and direct responses to all questions.
- Sample evaluation are provided with application documents.

Criteria points
Criteria points are awarded by successfully providing
- Detailed information that answer each question in the space provided on the written response form.
- Complete and accurate information within the excel application form.