

PART IV – APPENDICES/SAMPLES

APPENDIX A - 2010 ALLOCATIONS OF S. 85.21 AID

COUNTY	ELDERLY AMBULATORY	ELDERLY DISABLED	NON-ELD DISABLED	TOTAL E+D POP.	ALLOCATION	LOCAL MATCH
ADAMS	3,482	817	573	4,852	\$71,969	\$14,394
ASHLAND	2,087	607	377	3,071	\$65,980	\$13,196
BARRON	6,029	1,798	1,040	8,867	\$131,534	\$26,307
BAYFIELD	2,111	541	427	3,079	\$65,980	\$13,196
BROWN	20,230	5,962	4,840	31,032	\$460,338	\$92,068
BUFFALO	1,819	560	305	2,684	\$65,980	\$13,196
BURNETT	2,712	692	433	3,837	\$65,980	\$13,196
CALUMET	3,880	1,099	826	5,805	\$86,118	\$17,224
CHIPPEWA	6,841	2,168	1,333	10,342	\$153,416	\$30,683
CLARK	4,226	1,312	629	6,167	\$91,485	\$18,297
COLUMBIA	6,282	1,813	1,110	9,205	\$136,545	\$27,309
CRAWFORD	2,114	701	362	3,177	\$65,980	\$13,196
DANE	34,226	9,852	8,384	52,462	\$778,246	\$155,649
DODGE	9,447	3,085	1,565	14,097	\$209,126	\$41,825
DOOR	4,426	1,247	565	6,238	\$92,550	\$18,510
DOUGLAS	4,965	1,477	1,076	7,518	\$111,525	\$22,305
DUNN	3,795	1,065	837	5,697	\$84,510	\$16,902
EAU CLAIRE	9,286	2,740	1,900	13,926	\$206,587	\$41,317
FLORENCE	707	222	126	1,055	\$54,980	\$13,196
FOND DU LAC	11,131	3,448	1,677	16,256	\$241,139	\$48,228
FOREST	1,512	489	320	2,321	\$65,980	\$13,196
GRANT	5,986	1,858	1,075	8,919	\$132,305	\$26,461
GREEN	4,170	1,195	778	6,143	\$91,122	\$18,224
GREEN LAKE	2,924	728	352	4,004	\$65,980	\$13,196
IOWA	2,523	705	421	3,649	\$65,980	\$13,196
IRON	1,263	371	177	1,811	\$65,980	\$13,196
JACKSON	2,321	678	513	3,512	\$65,980	\$13,196
JEFFERSON	7,880	2,128	1,557	11,565	\$171,561	\$34,312
JUNEAU	3,600	988	684	5,272	\$78,206	\$15,641
KENOSHA	14,608	3,998	3,771	22,377	\$331,945	\$66,389
KEWAUNEE	2,546	710	428	3,684	\$65,980	\$13,196
LA CROSSE	10,773	3,375	3,097	16,245	\$240,982	\$48,196
LAFAYETTE	2,079	527	294	2,900	\$65,980	\$13,196
LANGLADE	3,219	866	474	4,559	\$67,625	\$13,525
LINCOLN	3,800	1,223	636	5,659	\$83,950	\$16,790
MANITOWOC	10,421	2,886	1,450	14,757	\$218,904	\$43,781
MARATHON	13,723	3,812	2,502	20,037	\$297,236	\$59,447
MARINETTE	6,145	1,735	921	8,801	\$130,553	\$26,111
MARQUETTE	2,426	643	370	3,439	\$65,980	\$13,196

COUNTY	ELDERLY AMBULATORY	ELDERLY DISABLED	NON-ELD DISABLED	TOTAL E+D POP.	ALLOCATION	LOCAL MATCH
MENOMINEE	321	71	134	526	/65,980	\$13,196
MILWAUKEE	94,210	27,259	24,597	146,066	\$2,166,790	\$433,358
MONROE	4,590	1,555	1,054	7,199	\$106,793	\$21,359
OCONTO	4,622	1,311	770	6,703	\$99,445	\$19,889
ONEIDA	5,652	1,630	1,098	8,380	\$124,310	\$24,862
OUTAGAMIE	14,711	4,368	2,887	21,966	\$325,854	\$65,171
OZAUKEE	8,917	2,030	1184	12,131	\$179,961	\$35,992
PEPIN	975	329	158	1,462	\$65,980	\$13,196
PIERCE	3,027	870	749	4,646	\$68,919	\$13,784
POLK	5,304	1,634	1,027	7,965	\$118,151	\$23,630
PORTAGE	6,071	1,647	1,162	8,880	\$131,733	\$26,347
PRICE	2,310	721	359	3,390	\$65,980	\$13,196
RACINE	19,175	4,980	4,097	28,251	\$419,009	\$83,820
RICHLAND	2,453	699	353	3,505	\$65,980	\$13,196
ROCK	15,824	4,612	3,660	24,096	\$357,441	\$71,488
RUSK	2,186	703	382	3,271	\$65,980	\$13,196
ST.CROIX	5,889	1,962	1,340	9,191	\$136,343	\$27,269
SAUK	6,917	1,924	1,300	10,141	\$150,434	\$30,087
SAWYER	2,521	662	555	3,738	\$65,980	\$13,196
SHAWANO	5,517	1,656	866	8,039	\$119,254	\$23,851
SHEBOYGAN	12,502	3,903	2,123	18,528	\$274,845	\$54,969
TAYLOR	2,351	700	389	3,440	\$65,980	\$13,196
TREMPEALEAU	3,444	1,197	630	5,273	\$78,223	\$15,645
VERNON	3,812	1,240	562	5,634	\$83,573	\$16,715
VILAS	4,177	1,076	706	5,959	\$88,391	\$17,678
WALWORTH	10,212	2,929	1,985	15,126	\$224,377	\$44,875
WASHBURN	2,509	756	436	3,701	\$65,980	\$13,196
WASHINGTON	11,342	3,331	1,987	16,660	\$247,142	\$49,428
WAUKESHA	35,563	10,511	5,523	51,597	\$765,407	\$153,081
WAUPACA	6,246	2,768	1,112	10,126	\$150,216	\$30,043
WAUSHARA	3,871	1,019	550	5,440	\$80,711	\$16,142
WINNEBAGO	16,057	4,684	2,871	23,612	\$350,271	\$70,054
WOOD	9,161	2,664	1,474	13,299	\$197,280	\$39,456
TOTAL	574,135	167,522	115,304	856,961	\$13,196,000	\$2,639,200

*Allocations are based on estimates of elderly and disabled persons as of January 1, 2008.

APPENDIX B - DEPARTMENT OF HEALTH SERVICES
REGIONAL OFFICES

Audrey Roecker, Area Administrator
 WI Department of Health Services
Western Region

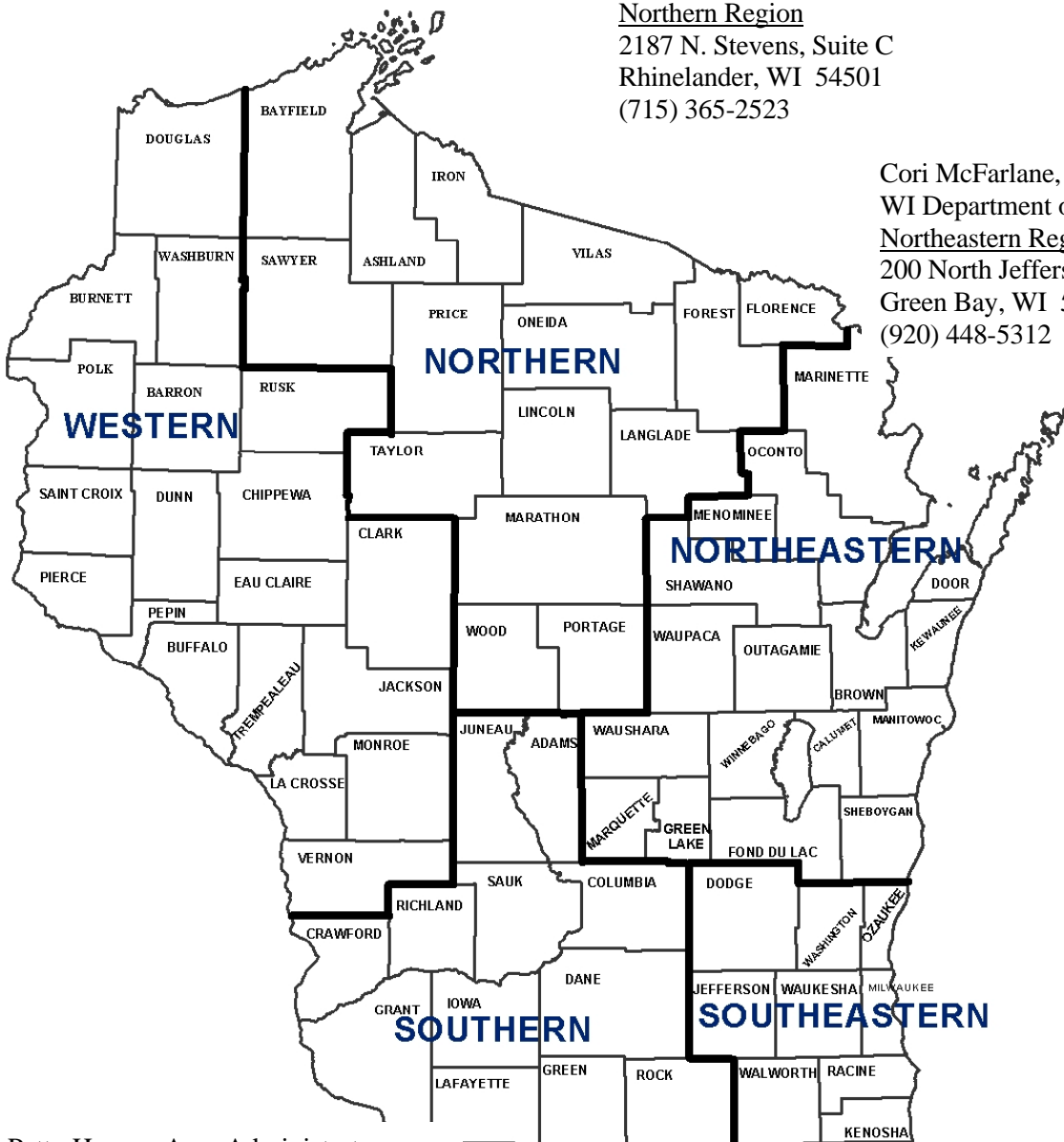
610 Gibson St.
 Eau Claire, WI 54701

Patrick Cork, Area Administrator
 WI Department of Health Services
Northern Region

2187 N. Stevens, Suite C
 Rhinelander, WI 54501
 (715) 365-2523

Cori McFarlane, Area Administrator
 WI Department of Health Services
Northeastern Region

200 North Jefferson, Suite 411
 Green Bay, WI 54301-5191
 (920) 448-5312



Patty Hames, Area Administrator
 WI Department of Health Services
Southern Region

1 W. Wilson, Room 639
 Madison, WI 53704
 (608) 261-9431

Laura Kleber, Area Administrator
 WI Department of Health Services
Southeastern Region

141 N.W. Barstow St., Room 104
 Waukesha, WI 53188-3789
 (262) 521-5113

APPENDIX C - AREA AGENCIES ON AGING

Dane County Area Agency on Aging
Barbara Thoni, Executive Director
2322 S. Park St, #A
Madison, WI 53713

Milwaukee County Area Agency on Aging
Stephanie Sue Stein, Executive Director
310 W. Wisconsin Avenue, #5W
Milwaukee, WI 53203

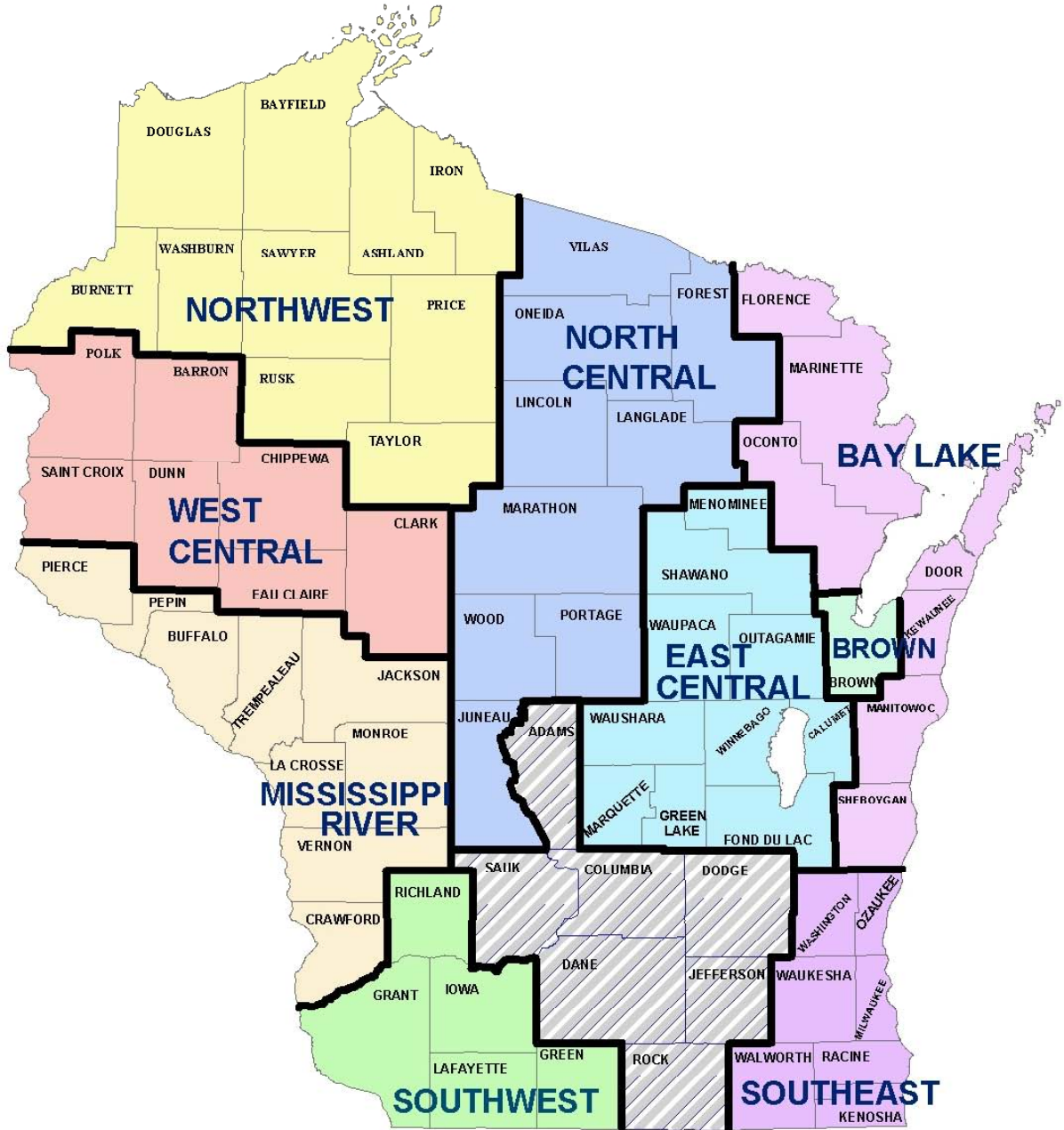
Greater Wisconsin Agency on Aging Resources (all other Counties)
Bob Kellerman, Executive Director
2850 Dairy Drive, #200
Madison, WI 53718

APPENDIX D - REGIONAL

COMMISSIONS

<p>Mr. Philip Evenson, Director Southeastern Wis. Regional Planning Commission 916 North East Avenue, P.O. Box 1607 Waukesha, WI 53188 (262) 547-6721</p>	<p>Mr. Larry Ward, Director Southwestern Wis. Regional Planning Commission 719 Pioneer Tower, One University Plaza Platteville, WI 53818 (608) 342-1214</p>
<p>Mr. Myron Schuster, Director Northwest Regional Planning Commission 1400 S. River Street Spooner, WI 54801 (715) 635-2197</p>	<p>Mr. Dennis Lawrence, Director North Central Wis. Regional Planning Commission 210 McClellan St., Suite 210 Wausau, WI 54403 (715) 849-5510</p>
<p>Mr. Eric Fowle, Director East Central Wis. Regional Planning Commission 400 Ahnaip St., Suite 100 Menasha, WI 54952-3100 (920) 751-4770</p>	<p>Mr. Jerry Chasteen, Director West Central Wis. Regional Planning Commission 800 Wisconsin St., Mailbox #9 Eau Claire, WI 54703-3606 (715) 836-2918</p>
<p>Mr. Mark Walter, Director Bay-Lake Regional Planning Commission 441 S. Jackson St. Green Bay, WI 54301 (920) 448-2820</p>	<p>Mr. Chuck Lamine, Exec. Director Brown County Planning Commission City Hall, Room 608 100 North Jefferson Street Green Bay, WI 54301-5026 (920) 448-3422</p>
<p>Mr. Greg Flogstad, Director Mississippi River Regional Planning Commission 1707 Main St., Suite 240 La Crosse, WI 54601 (608) 785-9396</p>	<p>Mr. Mike King, Director Dane County Regional Planning Commission 30 W. Mifflin St., Suite 402 Madison, WI 53703 (608) 266-4137</p>

REGIONAL PLANNING COMMISSIONS



NOT A REGIONAL PLANNING COMMISSION

APPENDIX E - COST STANDARDS

Allowable Costs

LABOR. Wages paid to employees in exchange for labor. These are wages that are typically paid to drivers; passenger aides or escorts (but not volunteers); dispatchers; service coordinators or brokers; mechanics; administrative, planning or other technical personnel.

FRINGE BENEFITS. Payments made to others on behalf of employees, or payments to employees, for something other than their performance of work.

Fringe benefits are payments on behalf of the employees to other parties such as an insurance company or a governmental tax authority. These payments are for FICA, pension plans, medical and dental insurance, and other insurance plans. Fringe benefits may also include payments to employees for something other than work such as paid sick leave, paid holidays, and paid vacation.

MATERIALS AND SUPPLIES. The cost of materials or supplies consumed from inventory or purchased for immediate use.

Materials and supplies include tangible products such as fuel and lubricants; tires; equipment maintenance supplies and spare parts; and office supplies. Freight charges and sales tax (unless purchasing agency is tax exempt) can be included.

UTILITIES. Payments to utility companies for their resources.

Payments to utilities are made for such resources as gas, water, sewer, electricity, radio repeater service, telephone service, etc. Cable/satellite television is considered entertainment (unallowable cost) rather than a necessary utility.

LIABILITY AND CASUALTY COSTS. Payments for insurance programs that protect a project from losses incurred or caused by the project; payments to others for their losses caused by the project.

TAXES. Taxes levied on a project by federal, state, and local governments, but not including income taxes.

PURCHASED TRANSPORTATION SERVICE. Payments made to other organizations for the provision of transportation service. Other organizations would typically include a Section 5310 grantee or other private, nonprofit corporation; a public transit system; or private contractors such as school bus operators, taxi firms, or lift-equipped van services.

OTHER PURCHASED SERVICES. Payments made to other organizations for services that support the provision of specialized transportation service.

Other purchased services could include maintenance of vehicles or other related equipment; professional and technical services such as training employees and volunteers; advertising or promotion; printing; custodial services; temporary help; accounting and auditing.

LEASES AND RENT. Payments for the use of equipment or facilities owned by other organizations. Items typically leased or rented include vehicles; two-way radio equipment; and office space and vehicle storage space.

PURCHASE OF EQUIPMENT. Purchase of equipment with which to provide specialized transportation service. Specialized transportation typically includes passenger-carrying vehicles; vehicle mounted wheelchair loading and secured devices; two-way radio equipment; office and maintenance equipment; and other durable goods or equipment used in the provision of specialized transportation service. If equipment is shared with non-specialized transportation functions, then only that part of the equipment's cost which is proportional to its use in specialized transportation is eligible.

TRAVEL. This cost includes the expenses of transportation, meals, out-of-town lodging and related expenses such as parking, which are incurred by employees, volunteers and other individuals as authorized by the county. Travel is allowed for: specialized transportation service provided by project employees or volunteers to eligible passengers; official business of the project; and travel by elderly or disabled, using personal or other available means of transportation, when authorized by a project (includes fare assistance programs.)

INTEREST. Interest on money borrowed over a short term (one year or less) for operating expenses or over a long term (more than one year) for equipment purchases.

ADVERTISING. Cost of media such as newspapers, magazines, newsletters, radio, television, direct mailing, posters, handouts, etc. The subject of advertising may include the recruitment of paid or volunteer personnel; solicitation of bids for goods and services; sale or disposal of property or services; announcements of service information such as routes, schedules, contact persons, etc. All advertising expenses charged to s.85.21 funds must pertain to the projects of specialized transportation.

VOLUNTEER HONORARIUMS AND RECOGNITION EVENTS. Costs of gifts, mementos, dinners and ceremonies in recognition of volunteered services. No more than one event or group of presentations per project year shall be eligible under this contract.

SUBSCRIPTIONS AND MEETINGS. The cost of books and periodicals are allowable if they directly pertain to the management, planning and operation of transportation services. Such items must be procured for agency, and not individual, use. Meeting or conference fees are allowable when the primary purpose of the meeting is the dissemination of technical information. Fees for conferences or meetings designed to influence legislation are not allowed.

Unallowable Costs

DEPRECIATION. Depreciation accrued by public operators, depreciation on facilities or equipment purchased with public (Federal, state or local) capital grants, depreciation on an intangible asset, and depreciation in excess of the rate used for income tax purposes.

ENTERTAINMENT. The costs of amusements, social activities, and related costs.

FINES AND PENALTIES. Costs resulting from violations or failures to comply with laws and regulations.

CHARITABLE CONTRIBUTIONS AND DONATIONS.

BAD DEBT. Losses resulting from uncollectible accounts or other claims.

RESERVE FUNDS FOR FUTURE EXPENSES. State aid may not be saved from one year to another for contingencies or general expenses.

LOBBYING. The cost of any activity designed to influence law making is not allowable.

ADVISORY COMMITTEES OR COUNCILS. The cost of advisory committees or councils is not allowed, except when such groups are deemed necessary for the preparation of a technical study. The life or term of any such group may not exceed the term of the study.

GENERAL PUBLIC ADMINISTRATION. The cost of general county or local government as it incidentally pertains to the activities covered by this contract, is not allowed. This typically would include meetings of the county board and its subcommittees and expenses of county officials whose regular duties do not include specialized transportation.

CONSTRUCTION. The cost of building or modifying fixed facilities such as garages, shelters and other buildings is not allowed.

LAND ACQUISITION.

Allowable with Approval of the Department

AID HELD IN TRUST. State aid may be held in trust over multi-year periods for future expenses when specifically allowed by the Department under s.85.21(3)(c) Wis. Stats.

APPENDIX F – TRUST ARRANGEMENTS UNDER s.85.21(3)(c)

I. APPROVED ARRANGEMENTS

The following counties had approved trust arrangements as of July, 2008

Adams	Dunn	Lincoln	Rusk
Ashland	Eau Claire	Manitowoc	St. Croix
Barron	Florence	Marathon	Sauk
Bayfield	Forest	Marquette	Sawyer
Brown	Grant	Monroe	Shawano
Buffalo	Green	Oconto	Taylor
Burnett	Green Lake	Oneida	Trempealeau
Calumet	Iowa	Outagamie	Vernon
Chippewa	Iron	Ozaukee	Vilas
Clark	Jackson	Pepin	Washburn
Columbia	Jefferson	Pierce	Washington
Crawford	Kenosha	Price	Waupaca
Dodge	Kewaunee	Racine	Waushara
Door	Langlade	Richland	Wood
Douglas	La Crosse	Rock	

II. GENERAL INFORMATION ON AIDS HELD IN TRUST

A. Allowable Uses

A county may use its allocated state aid for various operating and capital expenses, as well as technical studies during the calendar year that it receives its allocation. The balance of a county's allocation that is not spent in a given year may be saved by a county under an approved trust arrangement, and these aids held in trust may be used in future years for any allowable program expense. A county must complete a plan for all expenditures from aids held in trust

A county may use the aid that it holds in trust for its own programs, or it may make grants for these purposes to other organizations that provide specialized transportation. Counties are expected to exercise care in selecting appropriate organizations to which to make grants. Organizations that receive such grants should be willing to coordinate their services with other existing services. No grants from the aids held in trust may be made to agencies which do not provide service to the general elderly and disabled populations within a county..

Whatever expenditures are made by a county from the aids which it has held in trust must conform to a plan prepared by the county and approved by WisDOT which lists specific expenses to be incurred, and the owner and operator of any equipment purchased. Details on the preparation of this plan are shown in Section III of this booklet.

B. Management of Aids Held in Trust

Counties are not required to hold any state aid in trust. The decision whether or not to hold any aid in trust must be made by a county, subject to WisDOT approval. If a county wishes to hold state aid in trust, it must be authorized to do so by resolution of its Board of Supervisors. No other organization but a county may hold s.85.21 aids in trust. A county does not necessarily have to own equipment now in order to hold aids in trust.

Although a county does not need to physically segregate the aids that it holds in trust from other cash assets, it must account for the aids separately from other funds. It may also invest the aids either separately or pooled with other funds, but the interest earned by the aids must be added to the aids held in trust so as to further the purpose for which the aids are being held.

When state aid is pooled with other funds for investment purposes, the interest earned by the aid must be added at least annually to the trust fund. The amount of annual interest earned by state aid in a pooled investment is to be computed from the average annual rate of return from all the invested funds and the average monthly balance of aid held in trust during a year.

Neither state law nor administrative rules specify a term or length of time for which a county may hold aid in trust. A county may, if it chooses, set a term for a trust fund at the end of which the fund would have to be reauthorized or the unspent aids would have to be refunded to WisDOT. If no term is established, then the trust fund may continue indefinitely or until it is terminated.

Also, no limit has been set on the amount of state aid that a county may hold in trust from any given year, it may be part or all of a county's allocation. However, the balance of aid held in trust must be consistent with the county's plan for using the aid and, effective January 1, 2006, must not exceed \$80,000. At least annually, WisDOT will compare the reported balances of state aids held in trust by counties with the corresponding plans. A county **may not** hold more state aids in trust than it needs to purchase the goods and services contained in its plan. Also, a county cannot hold a permanent amount of state aid in trust and spend only the interest earned; a county's trust plan must call for the expenditure of all of the funds held in trust.

The WisDOT does not require the naming or appointment of specific individuals, agencies or committees with specific responsibilities over state aids held in trust such as the approval of additions and expenditures. However, a county may at its discretion appoint such a person or group. Such an appointment should be included in the county board's authorizing resolution.

A county must keep records of the aids that it holds in trust. The records must show the dates and amounts of additions (including interest) to the state trust fund; the dates, amounts and purposes of expenditures from the fund; and the fund balance. These records will be the basis on which a county will prepare an annual report to WisDOT showing the trust fund's opening balance, additions including interest, deductions and end-of-year balance. The records may be an integral part of a county's bookkeeping system.

Trust arrangements may be terminated by a county or by WisDOT. In such a case, the balance of unspent funds is to be refunded to the WisDOT. A county may also be required to refund any expenditures for items that are not included in a plan approved by the WisDOT.

C. Local Matching Share

A county must appropriate a matching share equal to 20% times the amount of state aid for which it applies. The amount of this appropriated match that must actually be spent during a program year must equal 20% times the sum of: 1.) the amount of the annual allocation of state aid that was spent, plus 2.) the amount of the annual allocation of state aid that is held in trust.

Three implications should be seen in this requirement. First, when considering both a county's allocated state aid and the county's matching share, **only the state funds are to be held in trust**. Second, a county must spend all of its matching share in order to hold in trust whatever remains unspent or unencumbered from its allocated aid. Finally, when a county makes an expenditure from its trust account, no match needs to be provided for this expenditure since the matching share for this aid was spent in the year that the aid was deposited in the county's trust fund.

D. Passenger Revenue

All passenger revenue (donations, fares, copayments, etc.) that is earned during a year from transportation services that are sponsored with state aid must be used to offset service expenses. Therefore, passenger revenue earned from state sponsored services cannot be saved, carried-over or held in trust.

III. ESTABLISHMENT OF COUNTY TRUST ARRANGEMENT

The steps needed to hold s.85.21 aids in trust may be taken by a county at any time. Once these steps have been approved by WisDOT, no further steps or approvals will usually be needed except for those necessary to update or amend a county's plan for the use of aids held in trust.

When a county has determined from which year's allocation it will begin holding state aid in trust, it must be sure to have an approved trust arrangement established before June 30 of the following year. Thus, if a county wishes to hold state aids from 2009 in trust it must have an approved trust arrangement by which to account for these funds by no later than June 30, 2009. To avoid deadline issues, it is recommended that the trust fund be established by April 1, 2009. Any balance of unspent aid that is not accounted for as "aid held in trust" by June 30 following the year in which the aid was allocated must be refunded to the WisDOT.

If a county wishes to begin holding s.85.21 aid in trust, it must submit the following package of three items to WisDOT for review and approval:

- Letter of Transmittal
- Authorizing Resolution
- Plan for Use of Aids Held in Trust

These items should be sent directly to the following address:

Chief of Transit
Bureau of Transit, Local Roads, Railroads & Harbors
Wisconsin Department of Transportation
P. O. Box 7913
Madison, WI 53707-7913

Counties that wish to hold state aids from 2009 should submit these items no later than February 28, 2010.

WisDOT will approve a county's submission by returning to the county a state contract or contract amendment containing the approval and conditions for holding aid in trust. A letter of authorization may also be sent prior to the contract or contract amendment.

APPENDIX G – APPLICATION REVIEW FORM

Wisconsin Department of Transportation

s.85.21 PROGRAM - 2008 APPLICATION REVIEW

COUNTY _____

PART I – DOT REVIEW

1. Transmittal Letter and Table of Contents

Yes	No	Description
		Did the applicant include and complete a table of contents?
		Is the letter of transmittal signed by the county board chair, county executive or county administrator?
		If not, is there a letter from the chair, executive or administrator designating a person to sign the transmittal letter?
		Are references, if any, to the amounts of the s.85.21 allocation and the county's matching share correct?

Comments: _____

2. Applicant Information Form

Yes	No	Description
		Are the names, addresses and phone numbers of both the application coordinator and service administrator shown?

Comments: _____

3. Accessibility

Yes	No	Description
		Does the application indicate whether or not the proposed projects will be capable of transporting those who cannot walk or who walk with assistance?
		If the answer is no, does the applicant explain how Americans with Disabilities Act (ADA) requirements for equivalency of service between ambulatory and non-ambulatory passengers will be met?

Comments: _____

4. Coordination

Yes	No	Description
		Do all the applicant's projects meet a goal or strategy in the County's locally developed coordinated public transit/human services coordination plan?
		Are the s85.21 projects identified in the plan as transportation resources?
		Did the County's 85.21 program coordinator participate in the development of the plan, or do the County's projects enhance coordination with other public and specialized transportation services?

Yes	No	Description
		Has the applicant provided an adequate description of how existing specialized transportation services in the county are coordinated?

Comments: _____

5. Service Priorities

Yes	No	Description
		Does the county use trip purpose priority?
		If yes, do all projects use trip purpose priorities?
		Does the county list the purposes allowed as priority trips for each project?
		Does the county indicate how non-priority trip needs are met?

Comments: _____

6. Projects

Yes	No	Description
		Are separate descriptions completed for each project?
		Is each project description clear and complete:
		a. Describe service type (fixed route, door-to-door, flexible routes)
		b. Describe sponsoring/funding agency
		c. Indicate service provider
		d. Describe vehicles used
		e. Describe geographic area and hours of service
		f. Are Native American reservations served?
		g. Describe how service is requested?
		h. Indicate passenger eligibility requirements
		i. Describe passenger revenue policy
		If the county intends to transport persons who are neither elderly nor disabled, does the county show how priority will be given to elderly or disabled persons?

Comments: _____

7. Equipment Acquisitions; Plan for Use of Aids Held in Trust (if applicable)

If the County HAS a valid trust agreement:

Yes	No	Description
		Has the county submitted a completed Acquisition/Maintenance of Transportation Equipment Form?
		Are the planned expenditures greater than or equal to the amount held in trust?
		Is the plan to purchase equipment/maintenance described fully?
		Are the prices for equipment shown in the plan reasonable based on current market prices?

Comments: _____

8. Planning/Managerial Study (if applicable)

If the county is planning a transportation study funded all or in part with s.85.21 funds, the following must be included in the description of the study:

Yes	No	Description
		Purpose of the study
		The extent and way in which financial sponsors, providers and consumers of specialized transportation will be involved in the study

Comments: _____

9. Proposed Budget (s)

Yes	No	Description
		Are separate budgets made out for each project?
		Does the budget(s) cover all of the allocated aids?
		Are all expenses and revenues for each project described?
		Do projected revenues equal projected expenses?
		Is the arithmetic correct?
		Does the budget show sufficient county match for the s.85.21 allocation?
		Are all budgeted expenses allowable?
		Is the budget summary form filled out correctly?

Comments: _____

10. Local Review

Yes	No	Description
		Is there evidence that the county's aging unit and Developmental Disabilities Board (51.437) or Community Services Board (51.42) were given an opportunity to participate in the preparation of the application?
		Did the applicant meet the public hearing requirements?
		a. Published notice at least 10 days in advance of hearing.
		b. Provided proof of publication.
		c. Public Hearing held at least two weeks prior to submittal date of application.
		d. Included hearing summary in application
		Are there unfavorable comments or criticisms, which you believe should be further considered by the applicant before this application is approved?

Comments: _____

11. Third-Party Contracting

Yes	No	Description
		Has the County submitted copies of draft or executed contracts, purchase orders, or other agreements?
		Do these documents effectively pass along to the third parties the same restrictions and requirements imposed on the county regarding the use of s.85.21 aids?
		Has the county complied with the competitive public bidding requirement for purchases services in amounts of \$10,000 or more (bid at least every five years for services) or has it indicated its intended schedule to achieve compliance with this requirement? (Indicate year last bid became effective(_____).)

Comments: _____

Part II - Regional Review

Have comments on this county's application for specialized transportation assistance been received from the following agencies?

Yes	No	Description
		Area Agency on Aging
		Area Administration Regions, Office of Strategic Finance
		Regional Planning Commission

Comments: _____

TRANSMITTAL LETTER SAMPLE

Shown below is a sample transmittal letter.

(Date)

Chief, Public and Specialized Transit Section
Bureau of Transit and Local Roads, Railroads and Harbors
Wisconsin Department of Transportation
P.O. Box 7913
Madison, WI 53707-7913

Dear Transit Section Chief:

_____ County hereby makes a 2010 application for \$_____ in state assistance under Section 85.21 of the Wisconsin Statutes to provide specialized transportation services for the elderly and persons with disabilities in 2010. The applicant assures that a minimum of \$_____ in local funds has been included in the adopted 2010 budget and will be available as the share required to match the 85.21 grant.

The applicant affirms that the information submitted in this application is true and correct.

Sincerely,

Name

Title

PUBLIC HEARING NOTICE: TWO EXAMPLES

Sunday, November 23, 2008

Date of Publication: October 30, 2008

Date of Public Hearing: November 18, 2008

Number of days notice provided for public hearing: 20 days

Milwaukee Journal Sentinel
jsonline.com

Place an ad by phone or online

414.224.2121

jsonline.com/classified

STATE OF WISCONSIN } ROCK COUNTY } SS.

NOTICE OF PUBLIC HEARING

The Specialized Transportation Assistance Grant Application for 2009 is scheduled for a public hearing on Tuesday, November 18, 2008, at 4:30 p.m. in conference room N-1 of the Rock County Courthouse, 51 South Main Street, Janesville, Wisconsin.

The public hearing will be held for the purpose of receiving comment for Rock County's proposed plan for spending the allocation of \$349,299 authorized under Section 85.21 of the Wisconsin Statutes to implement an elderly and disabled transportation program.

Those persons unable to attend the hearing and wishing to submit comments in advance may do so by mailing their comments prior to the hearing to:

Joyce Lubben, Director
Rock County Council on Aging
51 South Main Street
Janesville, WI 53545

The application will be available for public inspection prior to the hearing at the Council on Aging office, 3328 U.S. Highway 51 North, Janesville, WI.

Persons with disabilities, which require special accommodations, wishing to attend the hearing should contact Joyce Lubben, 608-757-5472, prior to November 13, 2008. The location of the hearing is accessible to persons with disabilities.
October 30, 2008

NOTICE OF PUBLIC HEARING

On an application for a state grant under the Specialized Transportation Assistance Program for Counties - Section 85.21, Wisconsin Statutes.

Notice is hereby given that the Committee on Transportation, Public Works and Transit of the Milwaukee County Board of Supervisors will hold a public hearing on Wednesday, December 3, 2008, at 9:00 A.M. in Room 207-B,

Milwaukee County Courthouse, 901 North Ninth Street, Milwaukee, WI.

Milwaukee County intends to apply for a grant for calendar year 2009 requesting \$2,127,358 under Section 85.21 of the Wisconsin Statutes. Milwaukee County will provide matching funds of at least 20 percent of the state grant. It is proposed to use the total funds available to partially support Transit Plus - Milwaukee County Paratransit Services, which will subsidize the transportation of persons who meet the eligibility requirements prescribed in the Americans with Disabilities Act of 1990 and a specialized elderly transportation program offered through the Department on Aging. At the hearing, there will be an opportunity for all persons or agencies interested in the grant application for these projects to submit written or oral comments and recommendations.

A draft copy of the grant application is available for public inspection in the Milwaukee County Department of Transportation and Public Works, Transportation Planning Division, Milwaukee County-City Campus, 2711 West Wells Street, Suite 300.

- Hearing notice appears at least 10 days in advance of the hearing...
- Hearing notice appears at least 20 days after the release of the application
- Date of the hearing is at least two weeks in advance of the application submission date.
- Notice correctly and specifically identifies the program.
- Notice specifically describes the amount of money for s.85.21 grant
- The place where the application is available is identified.
- A copy of the application is made available prior to the hearing.
- The hearing on a county's s.85.21 application may be combined with a hearing on another subject. Care must be taken to fulfill the requirements for the s.85.21 hearing notice.
- Public hearing meeting time should be set to include individuals with disabilities who are employed.
- Public hearing notice should include multiple forms of communication (flyers in public places, e-mail, post-cards, etc.)