

**WISCONSIN BUS SYSTEM  
COMPUTERIZED OPERATING ASSISTANCE APPLICATION  
INSTRUCTIONS FOR CY 2012**

All grantees have been required to complete the financial exhibits in the State & Federal Operating Assistance Application using the Microsoft Excel spreadsheet email attachment accompanying the application booklet. A majority of the exhibits have been computerized, including:

Exhibit B - Service Characteristics  
Exhibit D - Operating Statistics  
Exhibit E - Labor Analysis  
Exhibit F - Projected Operating Expenses  
Exhibit G - Projected Operating Revenue  
Exhibit H - Projected Operating Assistance  
Exhibit I - Sharing of Projected Operating Deficit  
Exhibit J - Four-Year Transit Development Plan  
Exhibit Q-6 - DBE Participation\*

*\*NOTE: There is no Exhibit Q-6 required of bus systems that do not receive federal aid through section 5311 (i.e. Tier A-1, A-2, and Tier B bus systems).*

These exhibits have been incorporated into one workbook using Microsoft Excel (file extension .xls). The term “workbook” refers to the entire file. The term “worksheet” refers to an individual tabbed page within the spreadsheet. Each exhibit is on a separate worksheet within the workbook. These instructions contain details on the use of this file. Please note that while there is only one version of the Operating Assistance Application Booklet, the computerized exhibits remain specific to the type of system for which operating assistance is being requested.

**General Instructions:**

- Enter numbers as you would on an adding machine or calculator. Do not enter dollar signs, commas, or percent signs.
- Do not over-ride formulas, and leave worksheet protection enabled.
- For contracted bus services, please include a copy of the approved contract with the service provider, as well as the hours of service and dollar amount of the contract.
- For service provider contracts that are being bid in 2011 for CY 2012, please include the Request for Proposal for bus services, including the hours of service to be bid on. It is not necessary for the winning bidder to be selected by the aid application deadline, but once the winning bid is selected, please send that information to WisDOT for inclusion in the 2012 Public Funding Distribution.
- If you are having trouble printing the computerized application, e-mail the file to the Bureau of Transit, Local Roads, Railroads & Harbors. We will then print the application and return a copy to your office.
- Please call the WisDOT Bureau of Transit, Local Roads, Railroads & Harbors with any questions regarding the computerized application program.

*Contact Person: Ian Ritz  
Phone: (608)267-6680  
Email: ian.ritz@dot.wi.gov*

## **General Features:**

### ◆ **Built-in Formulas:**

Formulas have been entered into all cells requiring mathematical computations, including summing of line items, calculation of percentages, etc. Prior to data entry, cells containing formulas will appear on the screen as '#DIV/0!'. The notation (A) near the cell or at the column heading signals formula calculation is automatic upon entry of data, drawing information from elsewhere in the file. All sub-totals and totals are calculated automatically.

### ◆ **Cell Protection:**

Excel allows the user to protect certain cells in a worksheet file so that the cell content cannot be accidentally erased or changed. If an attempt is made to enter or change data in a protected cell, the entry is not accepted and an error message appears indicating that the cell is protected. Cell protection has been employed in all cells containing labels and formulas. Only those cells requiring data input were left unprotected and are capable of accepting data. The font color of protected cells is black, while unprotected cells are blue.

## **GENERAL INSTRUCTIONS**

◆ Save your file under the same file name it had when you received it via disk or email.

### ◆ **Keyboard Macro Commands:**

The keyboard macro is an Excel concept which allows for the automatic execution of a series of commands with the typing of an alphabetic character. Macro execution is accomplished by depressing and holding the CTRL key and typing the specified letter. For example, to execute the macro CTRL-M, depress and hold the CTRL key and type the letter M. In the computerized application, macros have been used to create a menu system to allow for easier access to all of the exhibits in the file. Macros will execute depending on the choices made from the menu selection. Print set up strings may need modification depending on the printer system that you utilize. Please make sure to note what printer Excel has selected if you have problems printing. Most likely your printer will be different than ones used at the Department.

In the application spreadsheet, two macros have been created:

**CTRL-M** Allows you to return to the Menu at any time.

**CTRL-T** Allows you to return to the top of the current exhibit.

These macros can also be executed using the buttons labeled 'Click Here to Return to Menu' and 'Click Here to Return to Top of Exhibit' found throughout the exhibit.

### ◆ **Menu Format & Directions:**

The MENU-START sheet allows you to move around the spreadsheet by clicking on the appropriate button for each specific exhibit. You can type CTRL-M to return to the Menu from anywhere in the worksheet.

Each automated exhibit is found on a separate worksheet. To go to a specific exhibit, click on the button labeled for that exhibit. To go to a specific sheet, you can also click on the tabs found along the bottom of the worksheet. CTRL-M returns you to the Menu.

Applicants need only follow along in their Application Booklet to determine which exhibits need to be completed for their application. Not every applicant will use all financial exhibits in the spreadsheet. Specific information regarding how to complete particular exhibits will be found later in these instructions.

The printing format (margins, page breaks, etc.) for each exhibit has already been set up; you need simply issue the appropriate command to print any or all of the exhibits.

## NOTES ON SPECIFIC EXHIBITS

### ◆ **Exhibits B & B2, Special Service, Service Characteristics, Schedules 1 - 6**

- Six schedules are included in the spreadsheet to allow for variances in service. Following the instructions in the Application Booklet, enter the requested information into Exhibit B and, if necessary, Exhibit B2. Use one schedule for each type of service. For example, list all services for Monday through Friday on one schedule, all services for Saturday and Sunday on another, etc... Totals from both exhibits will automatically carryover into Exhibit D, Operating Statistics.
- If you require more than six schedules, you will need to manually insert your total hours and miles for all schedules, including the first six. Schedule 6 requests that this information be entered if the automatic totals are incorrect.
- The “Special Service” tab should list non-regular routes that only run at certain times of the year. Examples include school tripper services and transit buses to special events. Please take care to note that these routes do not violate FTA regulations against charter services and are available to the general public.
- The Service Start and Service Stop times are formatted as military time (or 24 hour clock). Do not enter AM or PM. Enter only an hour, and the program will enter AM or PM based upon the 24-hour time you enter. For example:

If you have a vehicle schedule that starts at 6:00 AM you enter “06:00” and the program will enter 6:00 AM. If that vehicle stops at 3:00 PM, you will enter “15:00” and the program will enter 3:00 PM and calculate a 9-hour shift for you. If a vehicle starts before midnight and stops after midnight say, 2:00 AM, you will enter “26:00”. (Midnight is 24:00 hours.)

### ◆ **Exhibit C, Management Plan**

- Indicate in Section II “Fares,” any arrangement your transit system has with Logisticare, the statewide broker contracted with the Wisconsin Department of Health Services to provide non-emergency medical transport services for Medicaid participants.
- Include if a contract has been formally signed, if an agency rate has been agreed upon or any other agreement has been reached with Logisticare.
- Do not mention if a distinct agreement with Logisticare has not been established.
- Highlight specific modifications (i.e. contraction or expansion) to service as a result of changes in funding levels in Section III “Levels of Service.”

◆ **Exhibit D, Operating Statistics**

- Do not enter flat-fee contract revenues with other organizations. This should be included as local share under Exhibit I. Contract revenues figured on a per-rider basis should be included as farebox revenue in Exhibit D.
- Average fare calculates automatically from Ridership & Revenues entered.
- D-2 Miles of Service & D-3 Driver Hours: Projected 2012 figures are automatically calculated from Exhibits B and B2, Schedules 1 – 6, and “Special Services”.
- For contracted bus services, gasoline usage should be included as part of the “Purchased Transportation” segment in Exhibit F. For municipally-run bus systems, enter the cost per gallon (before state and federal taxes are added) to estimate 2012 fuel costs in the cells to the right of the 2012 Projected Budget column.

◆ **Exhibit E, Labor Analysis**

- Any municipal employee that is expected to work 208 hours or more on transit (10% of a full-time employee) should be listed separately in Exhibit E. Employees working less than that figure on transit should be included in the City Administrative Fee in Exhibit F.

◆ **Exhibit F- Projected Operating Expenses**

- Operators Salaries and Wages and other Salaries and Wages are automatically updated for 2012 from Exhibit E, Labor Analysis.
- FICA amount: To the right of the FICA line item there is a mini-worksheet to use to calculate the FICA Amount. Enter the total of all wages, salaries, etc. from Exhibit E, and it will automatically update the line item.
- Management Fee: Enter the projected amount of the 2012 management fee for the contractor, if any. This amount may be subject to change during the review process by the Bureau of Transit, Local Roads, Railroads and Harbors.
- Do not include a management fee if this expense is captured in the contract for services between the municipality and the contractor.
- “Purchased transportation” should include all expenses paid by a municipality to a contractor to provide transit services.
- Gasoline and diesel fuel line items for 2012 are automatically updated from Exhibit D, Operating Statistics, but should only be listed separately if the bus system is run by a municipality. Contracted bus services should include gasoline and fuel costs on the “purchased transportation” line.

◆ **Exhibit G, Projected Operating Revenue**

- This exhibit should be filled in the same as year, but applicants should take care not to include contract revenues (flat fees paid by an organization for service), as those revenues should be listed as local share in Exhibit I. For example, revenue from an agency fare agreed upon between your transit system and Logisticare for non-emergency medical transport Medicaid passengers would be considered contract revenue and should be reported in this exhibit.

◆ **Exhibit H, Projected Operating Assistance Requirements**

- Exhibit H, which calculates projected operating assistance for the following calendar year, has been modified. The worksheet is based on the 10% reduction in the State 85.20 Mass Transit aid program for CY2012. The estimated result of this reduction is for funding levels to be 61.5% combined state/federal funding for Tier C systems, and 53.0%

combined state/federal funding for Tier B. However, these figures are only advisory, and are subject to change based on funding availability and system budgets.

◆ **Exhibit I, Sharing of Projected Operating Deficit**

- Exhibit I has been modified to reflect the changes made to Exhibit H. Grantees should enter the name of any public body participating in the program and the percent of deficit being charged to each one. The exhibit will then calculate each participant's share of the deficit.
- Contract revenues (flat fees given by an organization to a municipality in exchange for service) should be recognized as local share in this exhibit, and not as farebox revenues.

◆ **Exhibit J, Four-Year Transit Development Plan**

- Applicants should enter information on fare level changes, service level changes, and future capital needs where appropriate. The cells in which the text is black in the table in Part IV. are calculated automatically, as indicated by the (A). Data must be input for the remaining cells. Note that additional information on spare ratio, as well as age and mileage of vehicle(s) being replaced (for those anticipating capital purchases), is now included under Part V. of this exhibit. If you are not purchasing vehicles during the next four years, this part of the exhibit does not apply to you.

◆ **Exhibit Q-6, DBE Participation**

*Note: This Exhibit is not included in the worksheets for bus systems in Tiers A-1, A-2, and B.*

- The list of vendors must be entered into the spreadsheet manually by the applicant. Applicants are encouraged to identify the contractible opportunities that they may have in relation to the provision of transit services. The most obvious being the service contract for transit or paratransit services but other common examples include vehicle maintenance, cleaning services, office supplies, marketing, consultants or capital purchases. The DBE certification which must be signed by an authorized municipal official is found in the Federal Certifications and Assurances package accompanying this application. A DBE goal for WisDOT operating assistance recipients will be determined at a later date, and a monetary calculation of DBE goals is not required as part of this application.

*The April 1- Sept. 30, 2011 DBE report coincides with the deadline for submitting the 2012 state aid application. For Tier C systems, please include your system's DBE report for that time period to WisDOT along with this application, as it will assist in satisfying the reporting requirements mandated by the FTA.*

◆ **Exhibit W, Asset Inventory and Maintenance Plans**

- You are required to fill out a separate attachment which can be accessed at the website <ftp://ubtlrlocgov:69PR3d7g@ftp.dot.state.wi.us> in the "5311 Asset Inventories" folder. In this attachment you will find a roster of vehicles and facilities that are part of WisDOT records as being in use as part of your transit operations. Please check this roster and make any needed changes to the list, to reflect the vehicles and facilities in use as of October 1, 2011. When finished, please e-mail this form with any changes along as a separate file accompanying your state aid application. This will not only assist WisDOT

in assessing the capital needs for its recipients, but also will help satisfy WisDOT's reporting requirements to the FTA.

◆ **Exhibit X, Title VI**

- The complaint procedures need not be specific to Title VI complaints. Your transit system may have a general complaint process that would be an acceptable alternative.
- In completing this exhibit, you are still required to fill out and submit all information in Exhibit Q, Federal Certifications and Assurances.
- The sample notification to beneficiaries could be a copy of an actual posting or language that used by the transit system.
- Information on public inclusiveness could be same information as Exhibit L: Project Coordination and Public Outreach and Exhibit O: Public Involvement provided those sections adequately address minority, low-income and LEP demographics in your community.
- You should identify an individual at the local level who will serve as the primary contact to respond to Title VI issues.

◆ **Exhibit Y, Federal Financial Accountability and Transparency Act**

- The Dun and Bradstreet (DUNS) number is assigned to a municipal body in general and may be used for multiple federal awards.
- You are required to report executive compensation only if you answer affirmatively to all three statements in Section 2

8/05:CIT06