

## PART IV – APPENDICES/SAMPLES

### APPENDIX A - 2012 ALLOCATIONS OF S. 85.21 AID

| COUNTY      | ELDERLY<br>AMBULATORY | ELDERLY<br>DISABLED | NON-ELD<br>DISABLED | TOTAL E+D<br>POP. | ALLOCATION | LOCAL<br>MATCH |
|-------------|-----------------------|---------------------|---------------------|-------------------|------------|----------------|
| ADAMS       | 3,522                 | 831                 | 583                 | 4,936             | \$75,337   | \$15,067       |
| ASHLAND     | 2,105                 | 612                 | 380                 | 3,097             | \$68,117   | \$13,623       |
| BARRON      | 6,114                 | 1,824               | 1,054               | 8,992             | \$137,258  | \$27,452       |
| BAYFIELD    | 2,178                 | 558                 | 440                 | 3,176             | \$68,117   | \$13,623       |
| BROWN       | 20,352                | 5,998               | 4,870               | 31,220            | \$476,570  | \$95,314       |
| BUFFALO     | 1,828                 | 563                 | 306                 | 2,697             | \$68,117   | \$13,623       |
| BURNETT     | 2,746                 | 701                 | 438                 | 3,885             | \$68,117   | \$13,623       |
| CALUMET     | 3,936                 | 1,115               | 838                 | 5,889             | \$89,893   | \$17,979       |
| CHIPPEWA    | 6,922                 | 2,194               | 1,348               | 10,464            | \$159,727  | \$31,945       |
| CLARK       | 4,270                 | 1,326               | 635                 | 6,231             | \$95,123   | \$19,025       |
| COLUMBIA    | 6,329                 | 1,827               | 1,118               | 9,274             | \$141,557  | \$28,311       |
| CRAWFORD    | 2,128                 | 705                 | 364                 | 3,197             | \$68,117   | \$13,623       |
| DANE        | 34,464                | 9,921               | 8,442               | 52,827            | \$806,405  | \$161,281      |
| DODGE       | 9,463                 | 3,091               | 1,568               | 14,122            | \$215,560  | \$43,112       |
| DOOR        | 4,465                 | 1,258               | 570                 | 6,293             | \$96,069   | \$19,214       |
| DOUGLAS     | 5,008                 | 1,490               | 1,085               | 7,583             | \$115,756  | \$23,151       |
| DUNN        | 3,857                 | 1,083               | 850                 | 5,790             | \$88,365   | \$17,673       |
| EAU CLAIRE  | 9,378                 | 2,767               | 1,919               | 14,064            | \$214,687  | \$42,937       |
| FLORENCE    | 721                   | 226                 | 128                 | 1,075             | \$68,117   | \$13,623       |
| FOND DU LAC | 11,201                | 3,470               | 1,687               | 16,358            | \$249,711  | \$49,942       |
| FOREST      | 1,534                 | 495                 | 324                 | 2,353             | \$68,117   | \$13,623       |
| GRANT       | 6,043                 | 1,876               | 1,085               | 9,004             | \$137,446  | \$27,489       |
| GREEN       | 4,184                 | 1,199               | 781                 | 6,164             | \$94,096   | \$18,819       |
| GREEN LAKE  | 2,978                 | 742                 | 358                 | 4,078             | \$68,117   | \$13,623       |
| IOWA        | 2,537                 | 708                 | 424                 | 3,669             | \$68,117   | \$13,623       |
| IRON        | 1,271                 | 374                 | 178                 | 1,823             | \$68,117   | \$13,623       |
| JACKSON     | 2,346                 | 686                 | 519                 | 3,551             | \$68,117   | \$13,623       |
| JEFFERSON   | 7,913                 | 2,137               | 1,563               | 11,613            | \$177,281  | \$35,456       |
| JUNEAU      | 3,653                 | 1,003               | 694                 | 5,350             | \$81,656   | \$16,331       |
| KENOSHA     | 14,662                | 4,013               | 3,785               | 22,460            | \$342,844  | \$68,569       |
| KEWAUNEE    | 2,579                 | 702                 | 432                 | 3,713             | \$68,117   | \$13,623       |
| LA CROSSE   | 10,868                | 3,404               | 2,116               | 16,388            | \$250,175  | \$50,035       |
| LAFAYETTE   | 2,090                 | 529                 | 296                 | 2,915             | \$68,117   | \$13,623       |
| LANGLADE    | 3,247                 | 873                 | 478                 | 4,598             | \$70,192   | \$14,038       |
| LINCOLN     | 3,817                 | 1,228               | 640                 | 5,685             | \$86,784   | \$17,357       |
| MANITOWOC   | 10,451                | 2,894               | 1,454               | 14,799            | \$225,905  | \$45,181       |
| MARATHON    | 13,894                | 3,859               | 2,534               | 20,287            | \$309,674  | \$61,935       |
| MARINETTE   | 6,195                 | 1,749               | 928                 | 8,872             | \$135,437  | \$27,087       |
| MARQUETTE   | 2,444                 | 647                 | 373                 | 3,464             | \$68,117   | \$13,623       |
| MENOMINEE   | 324                   | 70                  | 135                 | 529               | \$68,117   | \$13,623       |

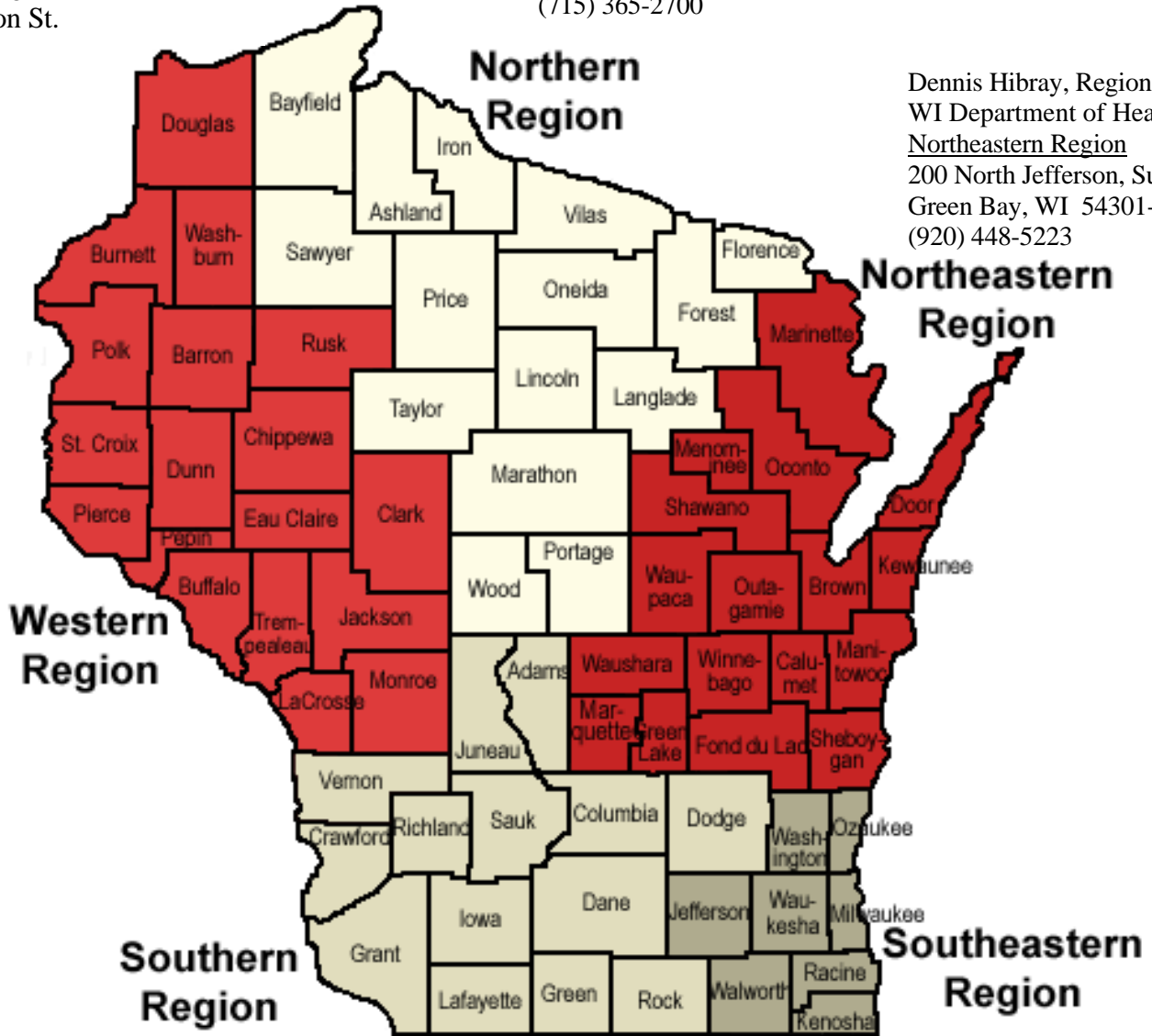
| COUNTY       | ELDERLY<br>AMBULATORY | ELDERLY<br>DISABLED | NON-ELD<br>DISABLED | TOTAL E+D<br>POP. | ALLOCATION          | LOCAL<br>MATCH     |
|--------------|-----------------------|---------------------|---------------------|-------------------|---------------------|--------------------|
| MILWAUKEE    | 93,202                | 26,967              | 24,334              | 144,503           | \$2,205,827         | \$441,165          |
| MONROE       | 4,655                 | 1,577               | 1,068               | 7,300             | \$111,438           | \$22,288           |
| OCONTO       | 4,658                 | 1,321               | 776                 | 6,755             | \$103,129           | \$20,626           |
| ONEIDA       | 5,707                 | 1,646               | 1,108               | 8,461             | \$129,164           | \$25,833           |
| OUTAGAMIE    | 14,824                | 4,402               | 2,909               | 22,135            | \$337,892           | \$67,578           |
| OZAUKEE      | 8,962                 | 2,040               | 1,190               | 12,192            | \$186,119           | \$37,224           |
| PEPIN        | 977                   | 330                 | 158                 | 1,465             | \$68,117            | \$13,623           |
| PIERCE       | 3,046                 | 875                 | 754                 | 4,675             | \$71,362            | \$14,272           |
| POLK         | 5,336                 | 1,644               | 1,033               | 8,013             | \$122,320           | \$24,464           |
| PORTAGE      | 6,134                 | 1,664               | 1,175               | 8,973             | \$136,972           | \$27,394           |
| PRICE        | 2,324                 | 725                 | 361                 | 3,410             | \$68,117            | \$13,623           |
| RACINE       | 19,188                | 4,983               | 4,100               | 28,271            | \$431,560           | \$86,312           |
| RICHLAND     | 2,459                 | 701                 | 354                 | 3,514             | \$68,117            | \$13,623           |
| ROCK         | 15,858                | 4,622               | 3,668               | 24,148            | \$368,616           | \$73,723           |
| RUSK         | 2,189                 | 704                 | 382                 | 3,275             | \$68,117            | \$13,623           |
| ST.CROIX     | 5,905                 | 1,967               | 1,344               | 9,216             | \$140,682           | \$28,136           |
| SAUK         | 6,962                 | 1,936               | 1,308               | 10,206            | \$155,803           | \$31,161           |
| SAWYER       | 2,547                 | 668                 | 560                 | 3,775             | \$68,117            | \$13,623           |
| SHAWANO      | 5,537                 | 1,662               | 869                 | 8,068             | \$123,147           | \$24,629           |
| SHEBOYGAN    | 12,521                | 3,909               | 2,126               | 18,556            | \$283,251           | \$56,650           |
| TAYLOR       | 2,364                 | 704                 | 392                 | 3,460             | \$68,117            | \$13,623           |
| TREMPEALEAU  | 3,480                 | 1,211               | 636                 | 5,327             | \$81,322            | \$16,264           |
| VERNON       | 3,845                 | 1,250               | 587                 | 5,682             | \$86,737            | \$17,347           |
| VILAS        | 4,245                 | 1,093               | 718                 | 6,056             | \$92,448            | \$18,490           |
| WALWORTH     | 10,283                | 2,949               | 1,999               | 15,231            | \$232,501           | \$46,500           |
| WASHBURN     | 2,538                 | 764                 | 441                 | 3,743             | \$68,117            | \$13,623           |
| WASHINGTON   | 11,416                | 3,353               | 2,000               | 16,769            | \$255,972           | \$51,194           |
| WAUKESHA     | 35,671                | 10,543              | 5,539               | 51,753            | \$790,025           | \$158,005          |
| WAUPACA      | 6,285                 | 2,786               | 1,119               | 10,190            | \$155,555           | \$31,111           |
| WAUSHARA     | 3,904                 | 1,028               | 555                 | 5,487             | \$83,766            | \$16,753           |
| WINNEBAGO    | 16,149                | 4,711               | 2,888               | 23,748            | \$362,509           | \$72,502           |
| WOOD         | 9,170                 | 2,667               | 1,475               | 13,312            | \$203,201           | \$40,640           |
| <b>TOTAL</b> | <b>576,358</b>        | <b>168,150</b>      | <b>115,646</b>      | <b>860,154</b>    | <b>\$13,623,400</b> | <b>\$2,724,667</b> |

\*Allocations are based on estimates of elderly and disabled persons as of January 1, 2010.

**APPENDIX B - DEPARTMENT OF HEALTH SERVICES**  
**REGIONAL OFFICES**

Elizabeth Giese, Regional Director  
 WI Department of Health Services  
Western Region  
 610 Gibson St.

Vacant, Regional Director  
 WI Department of Health Services  
Northern Region  
 2187 North Stevens, Suite C  
 Rhinelander, WI 54501  
 (715) 365-2700



Dennis Hibray, Regional Director  
 WI Department of Health Services  
Northeastern Region  
 200 North Jefferson, Suite 411  
 Green Bay, WI 54301-5191  
 (920) 448-5223

Mary Young, Regional Director  
 WI Department of Health Services  
Southern Region  
 1 West Wilson Street, Rm 118  
 PO Box 7850 Madison, WI 53704  
 (608) 261-3500

Robert L. Harris, Regional Director  
 WI Department of Health Services  
Southeastern Region  
 819 N. 6<sup>th</sup> Street, Room 609-A  
 Milwaukee, WI 53203-1697  
 (414) 227-4860

**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

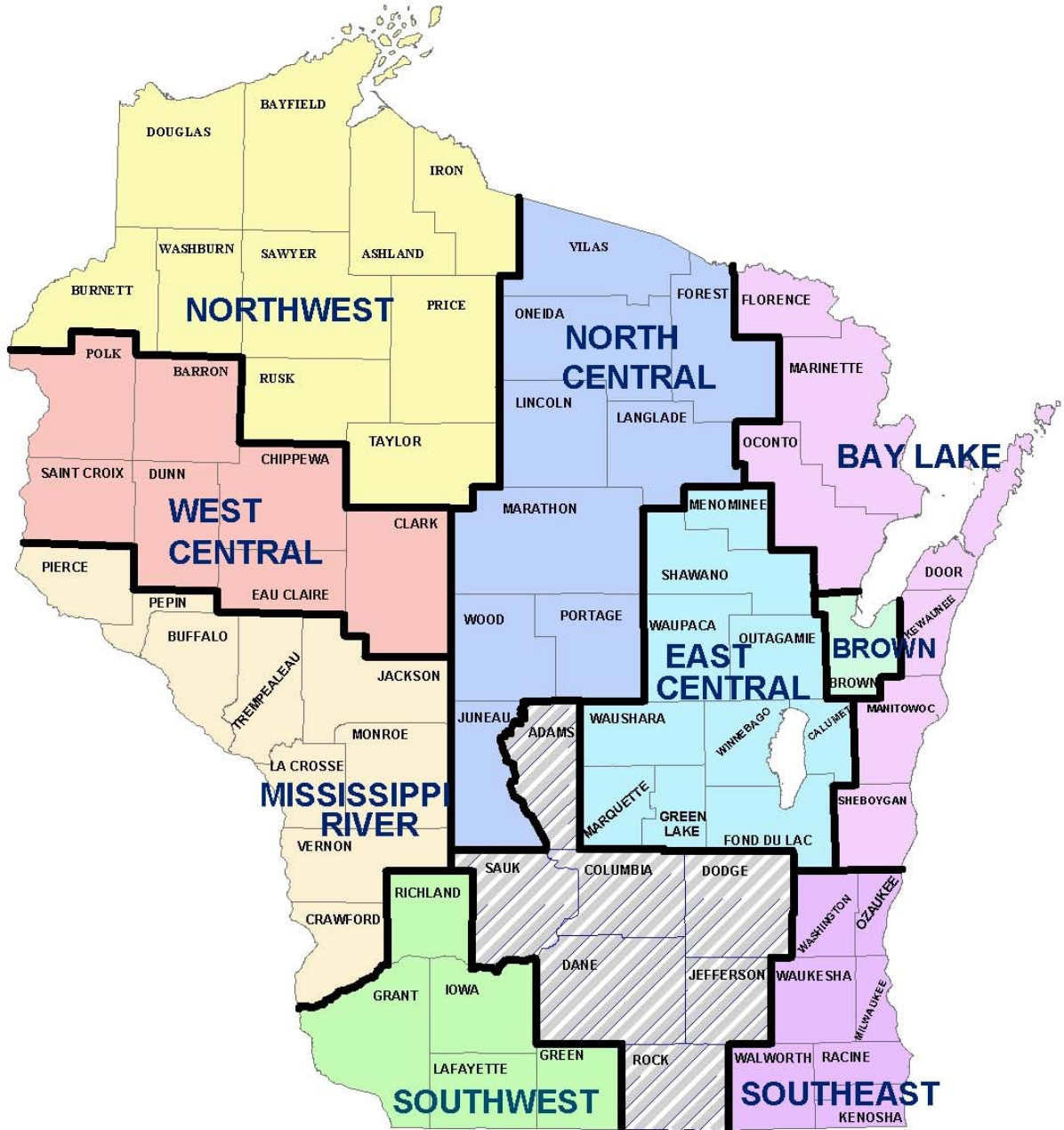
**Greater Wisconsin Agency on Aging Resources (all other Counties)**

Bob Kellerman, Executive Director  
1414 MacArthur Road, Suite A  
Madison, WI 53714

**APPENDIX D - REGIONAL PLANNING COMMISSIONS**

|   |  |
|---|--|
| <p>Mr. Ken Yunker, Director<br/> Southeastern Wis. Regional Planning Commission<br/> W239 N1812 Rockwood Drive<br/> P.O. Box 1607<br/> Waukesha, WI 53188<br/> (262) 547-6721</p> | <p>Mr. Larry Ward, Director<br/> Southwestern Wis. Regional Planning Commission<br/> 719 Pioneer Tower, One University Plaza<br/><br/> Platteville, WI 53818<br/> (608) 342-1214</p>     |
| <p>Mr. Myron Schuster, Director<br/> Northwest Regional Planning Commission<br/> 1400 S. River Street<br/> Spooner, WI 54801<br/> (715) 635-2197</p>                              | <p>Mr. Dennis Lawrence, Director<br/> North Central Wis. Regional Planning Commission<br/> 210 McClellan St., Suite 210<br/> Wausau, WI 54403<br/> (715) 849-5510</p>                    |
| <p>Mr. Eric Fowle, Director<br/> East Central Wis. Regional Planning Commission<br/> 400 Ahnaip St., Suite 100<br/> Menasha, WI 54952-3100<br/> (920) 751-4770</p>                | <p>Mr. Jay Tappen, Director<br/> West Central Wis. Regional Planning Commission<br/> 800 Wisconsin St., Mailbox #9<br/> Eau Claire, WI 54703-3606<br/> (715) 836-2918</p>                |
| <p>Richard Heath, Interim Director<br/> Bay-Lake Regional Planning Commission<br/> 441 S. Jackson St.<br/><br/> Green Bay, WI 54301<br/> (920) 448-2820</p>                       | <p>Mr. Chuck Lamine, Exec. Director<br/> Brown County Planning Commission<br/> City Hall, Room 608<br/> 100 North Jefferson Street<br/> Green Bay, WI 54301-5026<br/> (920) 448-3422</p> |
| <p>Mr. Greg Flogstad, Director<br/> Mississippi River Regional Planning Commission<br/> 1707 Main St., Suite 240<br/> La Crosse, WI 54601<br/> (608) 785-9396</p>                 | <p>Mr. Mike King, Director<br/> Dane County Regional Planning Commission<br/> 30 W. Mifflin St., Suite 402<br/> Madison, WI 53703<br/> (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, 2011

|          |            |           |             |
|----------|------------|-----------|-------------|
| 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 2011 in trust it must have an approved trust arrangement by which to account for these funds by no later than June 30, 2012. To avoid deadline issues, it is recommended that the trust fund be established by April 1, 2012. 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

|  |
|--|
| <p><b>Counties that wish to hold state aids from 2011 should submit these items no later than February 28, 2012.</b></p> |
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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 – 2012 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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**10. Local Review**

| Yes | No | Description  |
|-----|----|--|
|     |    | Is there evidence that the county's aging unit and Developmental Disabilities Board (51.437) 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 2012 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 2012. The applicant assures that a minimum of \$\_\_\_\_\_ in local funds has been included in the adopted 2012 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