 **Request for Approval – Lease Agreement**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WisDOT Grantee:** | | | | | | | | | | | | |
| **Name of Orgaization:** | | | | |  | | | | | | | |
| **Physical street address:** | | | | |  | | | | | | | |
| **City:** | | | | |  | | **State:** | |  | | **Zip:** |  |
| **Primary contact of Grantee:** | | | | | | | | | | | | |
| **Name:** | |  | | | | | **Title:** |  | | | | |
| **Phone:** | |  | | | | **Email address:** |  | | | | | |
| **Lessee Information:** | | | | | | | | | | | | |
| **Name of Organization:** | | | | |  | | | | | | | |
| **Physical street address:** | | | | |  | | | | | | | |
| **City:** | | | | |  | | **State:** | |  | | **Zip:** |  |
| **Phone:** |  | | | | | **Email address:** |  | | | | | |
| **Select one:** | | | | **New Leasee  Existing Leasee** | | | | | | | | |
| **Lease Agreement Contents:** | | | | | | | | | | | | |
| **Start date:** | | | Click here to enter a date. | | | | **End date:** | | | Click here to enter a date. | | |
| *Date of previous lease (if applicable):* | | | | | | Click here to enter a date. | | | | | | |
| *Reason for changes to previous lease:* | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |

The required lease agreement elements are listed on the following page.

Please review and check each requirement prior to emailing this approval form to WisDOT.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grantee Authorization**  *I, as a Grantee of the Wisconsin Department of Transportation (WisDOT), certify the lease agreement is accurate and complete as specified in the Lease Agreement Checklist. I certify that I am responsible for providing adequate oversight of the lessee in accordance with Federal Transit Administration (FTA) regulations and WisDOT. I certify that any changes made to the lease agreement will be sent to WisDOT for review and approval prior to implementation.*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | | |  | Click here to enter a date. | | | | **Signature** | | |  | **Date** | | | |  |  |  | | |  |  | | **Name of subrecipient representative** |  | **Title** | | |  |  | |

|  |  |
| --- | --- |
| **State Agency Authorization (Office Use Only)** | **Approved: Yes No** |
| **WisDOT Approval of Lease Agreement** | Click here to enter a date. |
|  | **Approval Date** |
| |  |  |  | | --- | --- | --- | |  |  |  | | **Name of WisDOT Official** |  | **Signature of WisDOT Official** | | |

**Lease Agreement Checklist: Minimum Content Requirements**

**At a minimum, the following elements must be included in the Lease Agreement.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Elements** | **Description** | **Grantee**  **review** | **WisDOT approval** |
| 1. Term | Specifies effective date and end date, cannot be ‘unlimited’ |  |  |
| 1. Vehicle Information | Outlines VIN, Make, Model, Year and Grant Cycle of Award |  |  |
| 1. Execution of Lease | Includes signatures of Subrecipients and Lessee |  |  |
| 1. Conditions | Outlines the conditions of the lease and scope and purpose of the project |  |  |
| 1. Representation and Warranties | Identifies the Lessee is in good standing under local, state and federal laws |  |  |
| 1. Registration | Specifies the Subrecipient as the Title Holder and WisDOT as Lien Holder |  |  |
| 1. Insurance | Lists the minimum insurance requirements including limits |  |  |
| 1. Vehicle Maintenance | Specifies the requirements to adhere to Vehicle Maintenance Plan, activity logs, maintenance schedules, etc. |  |  |
| 1. Vehicle Operation | Specifies the only trained personnel drive the vehicle(s) and states the lessee will provide a list of names of the individuals who have been screened and approved to operate the vehicles |  |  |
| 1. Civil Rights | Outlines Civil Rights requirements and Title VI requirements including posting of public notice in each vehicle |  |  |
| 1. Additional Fees | Identifies responsible party in the event this should occur |  |  |
| 1. Audits, Inspections and Reporting | Outlines program requirements with dates due to the subrecipients (this can be general) – and includes language to ensure compliance with program changes |  |  |
| 1. Liability | Includes a hold harmless statement |  |  |
| 1. Lease Management | Identifies the Lessee Coordinator |  |  |
| 1. Termination | Specifies situations in which the lease may be terminated |  |  |
| 1. Sublease Restrictions | Lists restrictions associated with subleasing property |  |  |
| 1. Additional Conditions | Outlines additional lease conditions, if applicable |  |  |