

WETAP Grant Application Instructions for the 2025 Calendar Year

Application Period opens: Tuesday September 24, 2024

Application period closes: Noon Monday November 4, 2024

Program website: [Wisconsin Department of Transportation Wisconsin Employment
Transportation Assistance Program \(wisconsindot.gov\)](https://wisconsin.gov/transportation/employment-transportation-assistance-program)

Program Contact: WETAP@dot.wi.gov

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Wisconsin Employment Transportation Program Background

The Wisconsin Department of Transportation (WisDOT) is pleased to sponsor the Wisconsin Employment Transportation Assistance Program (WETAP). This is an **annual** competitive grant program combining state and federal funding sources into one coordinated program to help local areas address transportation needs for low-income workers. WETAP's webpage is [Wisconsin Department of Transportation Wisconsin Employment Transportation Assistance Program \(wisconsinindot.gov\)](https://wisconsinindot.gov/wetap)

Lack of transportation is a significant barrier to getting and keeping jobs for low-income workers. Improving transportation options can improve the economic outcomes for these workers.

The WETAP program focuses on funding activities that support the following:

- New or expanded transportation services that address the employment-related transportation needs of eligible low-income workers;
- Shared solutions such as ridesharing, public transportation expansion, vanpools, or carpools;
- Individual solutions, such as car repair or used car loan programs;
- Coordinated transportation solutions based on a local planning process involving local stakeholder in order to address service gaps and avoid duplication.

This program is funded in part by the Federal Transit Administration (FTA)¹, state funds from the Wisconsin Department of Workforce Development² and state funds from WisDOT³. The total dollar amount available for 2025 is approximately \$4 million to be divided among multiple grantees. Local match is provided by the grantee through cash and/or in-kind services.

Grants are awarded for one calendar year with no guarantee of continued funding. Each applicant must reapply and compete each year for funds.

This is a competitive program with grants awarded to multiple sponsors. Grant awards historically fund 60 to 80% of the requested amounts of each award in order to spread the benefits of the program across multiple recipients and throughout the state. Grant awards typically range from \$25,000 to \$900,000 per award. WETAP grant awardees are reimbursed for eligible activities identified in their application they have already completed in that calendar quarter.

Eligibility

Eligible Applicants

Non-profit organizations within Wisconsin are eligible to apply for grants. Private businesses and Tribal entities may be eligible to be awarded grants in limited

¹ 5311 Formula Grants of Other than Urbanized Areas.

² The Employment Transit Assistance Program (State Statute 106.26).

³ The Transportation Employment and Mobility (TEAM) program (State Statute 85.24).

circumstances and only as partners with non-profit organizations as the responsible applicant.

Applicants for continuing projects must have met all WETAP grant requirements in previous grant cycles in order to be eligible to apply for this grant cycle.

WETAP funding cannot replace existing sources of funds used for transportation services.

Eligible Activities

The two categories of eligible activities are operating and capital. WETAP uses FTA's definitions under the Section 5311 Formula Grants for Rural Areas program for these activities.

The following table lists common eligible capital and operating activities. **All should be focused on transportation of low-income customers to work or post-secondary education.**

Eligible Capital Activities	Notes
Mobility management	Mobility management relies on coordination between providers and individual attention to increase program effectiveness. See the Mobility Management Definition section below for more examples.
Bicycle related infrastructure directly serving transit	Such as bike racks on transit vehicles; bike racks at transit stations/stops; bike sharing infrastructure at transit stations/stops (but not the bikes themselves).
Vehicle purchase loans to individuals	WETAP funds can be used to "seed" a revolving loan program. See the Definitions section for more details.
Vehicle repair loans to individuals	See the Definitions section for more details.

Eligible Operating Activities	Notes
Costs to administer voucher programs for work related taxi, shared ride taxi, ridesharing services or transit trips	
Vouchers for work related rides via taxi, shared ride taxi, ridesharing services, or transit	
Promotion and marketing of work related transportation options	Such as availability of work related vouchers; employer developed shuttles or ridesharing; ability to provide transit passes under an employer's Section 132 fringe benefit program

Eligible Operating Activities	Notes
Operating late night and weekend transit service	
Guaranteed ride home service	Vouchers or reimbursement of rides provided when regular service is unavailable. Ex. a cab ride home from work if transit service that typically is available is not because of the time of day.
Employee shuttle service	
Expanding transit service to meet employment needs such as hours of service or geographic coverage	Inc. adding reverse commute transit or rideshare options between urban and non-urban employment areas.
Demand response van service	
Ridesharing and van pools	Does not include ridesharing network services such as from Uber and Lyft.
Implementing transit related Intelligent Transportation Systems	Inc. vehicle position monitoring systems; GIS software; customer trip technology
Integrating public transit and human services transportation technology	Ex. technology to integrate service information, scheduling and dispatching

Highlighted **ineligible** activities:

- Purchase or lease of vehicles to provide group transportation or transit service;
- Purchase of bicycles or bicycle share equipment;
- Gas vouchers or gas cards or gift cards to buy gas;
- Vehicle insurance subsidies;
- Regular vehicle maintenance expenses for individuals or transit providers;
- Driver's license recovery, including funds to clear individual fines;
- Transit passes for fixed route transit or ADA service associated with fixed route service;
- Planning for the proposed project and any costs incurred prior to the contract period.

Mobility Management Definition

Mobility Management is intended to build coordination to expand the availability of service. Mobility management activities may include:

1. Promotion, enhancement, or facilitation of access to transportation services, including the integration and coordination of services for seniors and individuals with disabilities;
2. Support for short term management activities to plan and implement coordinated services;
3. The support of state and local coordination policy bodies and councils;

4. The operation of transportation brokerages to coordinate providers, funding agencies and customers;
5. The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
6. The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
7. Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand-alone capital expense).

Mobility Management activities are eligible for Section 5311 funding as a capital expense. More detailed information on Mobility Management activities and techniques can be found on the [WisDOT website](#).

The above information covers the most common activities. Direct any questions about activity eligibility to the program email drop box (WETAP@dot.wi.gov) prior to application submittal.

Eligible Funding for Local Match and Cost Share

Capital activities may be reimbursed by WETAP grants at up to 80% of net expenses; operating activities at up to 50% of net expenses. The remaining amounts must be covered by a local match.

Local match can be cash or in-kind services. All WETAP proposals must include proof of local match. The objective for local match is to ensure local commitment, promote long-term vision, and support the transportation initiative. Local match must comply with local, state, and federal guidelines required for that funding source.

Examples of cash match:

- Funding from state or local governments
- Private donations
- Net income generated from advertising, concessions, and loan repayment.
- Other non-US Department of Transportation federal funds

Examples of in-kind match:

- Donated facility space to operate the program;
- Labor contributed to the program;
- Volunteer drivers' time;

- Legal services contributed to the program.

More details about how to calculate in-kind services and volunteer hours is available in the section **Preparing a Grant Application**.

Eligible Customers

WETAP focuses on the transportation mobility of low-income persons for work and post-secondary education. Persons/households at 150% of the poverty level are considered low income for the purposes of the WETAP program and are therefore customers eligible to receive services funded by WETAP.

These are the poverty and low income monthly income thresholds used by the WETAP program for this program cycle⁴:

2024 POVERTY GUIDELINES – Monthly Income Thresholds		
Persons in family/household	Poverty guideline	150% of Poverty (“low-income”)
1	\$15,060	\$22,590
2	\$20,440	\$30,660
3	\$25,820	\$38,730
4	\$31,200	\$46,800
5	\$36,580	\$54,870
6	\$41,960	\$62,940
7	\$47,340	\$71,010
8	\$52,720	\$79,080
For families/households with more than 8 persons, add \$5,380 for each additional person.		\$8,070

Overview of Expectations of Award Recipients

Each applicant is expected to have the technical and financial capacity to deliver the activities and outcomes in their application.

Awardees will be required to follow program requirements as outlined in this document, the program manual, the workbook submitted quarterly for reimbursement, federal Certification and Assurances documents and the grant agreement.

⁴ Federal law requires programs using FTA 5311 funds to calculate low income thresholds using methodology consistent with section 673(2) of the Community Services Block Grant Act, 42 U.S.C. § 9902). WETAP uses thresholds published yearly in the Federal Register by the federal Department of Health and Human Services that are consistent with this requirement. [Federal Register :: Annual Update of the HHS Poverty Guidelines](#). WisDOT may update this table when CY2025 thresholds are published at its discretion.

Below are highlights of the grantee responsibilities if an award is executed:

- Complete all activities within the grant award time period. Period of performance will begin January 1st, 2025 and conclude December 31st, 2025.
- Submit all documentation, reporting and reimbursement no later than March 31, 2026.
- Comply with the federally-mandated Certifications and Assurances document. This document must be signed at the time of application and an updated version must be signed when grant agreements are issued.
- Submit quarterly requisition and performance measurement forms within 30 days of the close of each calendar quarter. These reports will be compared to the data provided in the application for purposes of compliance, evaluation, and future funding consideration.
- Submit extra reimbursement supporting documentation upon request. WisDOT may randomly select an awardee to provide supporting documentation for all expenses incurred and billed during the billing period (e.g. receipts, timesheets). The grantee will be notified of their selection by the close of the quarter. If a subrecipient is deemed “high risk”, they may be asked to submit this documentation with each quarterly reimbursement submission.
- Complete funding reconciliation within 90 days of the close of the period of performance.
- Follow all federal and state requirements for procurements. WisDOT requires that any requests for purchase of services or capital items be submitted to WisDOT for review and approval prior to the applicant’s entry into a service contract or purchase of any capital items. See [the WisDOT procurement web page for further information](#). Failure to follow this requirement will make any unapproved procurement ineligible for reimbursement.
- Meet all Civil Rights requirements including developing, implementing, and monitoring a Title VI and ADA plan. Applicants are expected to submit a plan at time of grant application as well as have an up to date plan if funds are awarded. A plan completed within the last 4 calendar years and following WisDOT’s guidance is considered up to date. Information about Title VI and ADA plans is available on WisDOT’s website [Wisconsin Department of Transportation Federal compliance for transit - Title VI/ADA \(wisconsindot.gov\)](#).
- Comply (if applicable) with Disadvantaged Business Enterprise reporting.
- Adhere to federal and state asset management requirements.
- All grant projects will be evaluated on the performance and completion of the specific measurements and outcomes as outlined in the grant application.
- Include the following notification language of federal participation in all its requests for proposals, solicitations, contracts, press releases, brochures, web site, or other publications funded under this grant:
“This program is funded in part by the Federal Transit Administration (FTA) as authorized under 49 U.S.C. § 5311 Formula Grants of Other than Urbanized Areas (5311) (CFDA 20.509).”
- Advertise or otherwise promote WETAP funded activities on their organization’s web page. There are many ways to ensure the community is aware of the

availability of WETAP funded activities. Placement on the grantee's website, including all service areas where the service is available, is required within the first three months of being awarded a grant.

- Submit final reports and address all performance and outcome criteria specified in the grant at the end of the performance period. Final reimbursement for grantees will be withheld until the final grantee reports are submitted and all performance and outcome criteria specified in the grant have been adequately addressed.
- Request permission from WisDOT before making any changes to activities in the grant application and related grant award materials. An awardee must receive prior approval from WisDOT's WETAP program manager and a grant amendment executed prior to permitting the additional work to proceed.
- Share project successes for potential replication by other organizations.
- Provide a copy of the agency's annual single audit to the WETAP Program Manager, if required Overview of Grant Award Process and Timeline.

The following shows the timeline for major steps in this grant cycle:

Application Period Opens with announcement of availability of application materials	September 24, 2024
Recommended Deadline to request application materials from WisDOT	<i>October 30th, 2024 Three business days before submittal deadline</i>
Deadline to Submit Applications to WisDOT	November 4, 2024 at noon Central Time
Awards Announced	Mid-December 2024
Grant Cycle Begins	January 1, 2025
Grant Cycle Ends	December 31, 2025

Preparing a Grant Application

Please read this section and the application process section carefully. Some activities must be completed **BEFORE** submitting an application in WisDOT's Grant Management System and then documented in the submittal:

- Coordination with service area stakeholders and service providers
- Formal notice to the public of the intent to apply for WETAP funds with a comment period.

Special Two Phase Process for Grant Applications for the 2025 Grant Cycle

WisDOT is in the process of migrating from its current Grant Management System, called BlackCat, to a new system.

As a result, the application process will occur in two phases.

The **first phase is to request application materials** from WETAP's program manager via email at WETAP@dot.wi.gov. **These materials are in addition to the attached application guidelines document.**

The preparation of grant application materials can be time consuming. Applicants are encouraged to request application materials from the WETAP Program Manager (WETAP@dot.wi.gov) before October 14.

Applicants should use the application materials available in the first phase to prepare the information needed to submit the application in phase two.

The **second phase** of the application process is the **submittal** of application information into the new grants management system. This may involve copying information from the applications materials received in phase one into the new system in a new format.

The new system is anticipated to be online and available for application submittals in mid-October. Final instructions on receiving credentials and submitting an application will go out to recipients of this email and to those who requested application materials once the new grants system is available.

Coordination with local stakeholders and service providers

Coordination and consultation with other service providers in the grant applicant's service area is required before applying for a grant and must be maintained throughout the period of performance if a grant is awarded.

WETAP grant application activities must reference a "locally developed coordinated public transit-human services transportation plan" in the proposed service area. This ensures that applicants are coordinating services with other private, public and non-profit transportation providers. Most Regional Planning Organizations lead the development of these plans.

Proposed WETAP projects must be identified by a strategy and/or action item from a county, multi-county or regional plan. This strategy/action item, along with a page number and link to the source document, must be provided on the general information tab in the Workbook portion of the application submittal. For more information and copies of the current plans, visit the [WisDOT coordination web page](#)

Creating Application Materials

Materials to be completed or attached during the application submittal process include:

WisDOT provided templates/forms to be filled out by applicant:

1. **Local Match Certification:** Complete the certification form and identify all cash and in-kind commitments for local match of project costs. Details of local match, including documentation, will need to be submitted as part of the application process.
2. **Written Responses:** This includes the questions to be answered about the potential grant funded activities, with length limitations. Note the answers should reflect details about the transportation activities in the grant application, **not** the other work the applicant's organization conducts under other funding sources. Testimonials about how individuals who have benefitted from transportation related activities should not replace details about how the program activities are intended to work if a WETAP award is granted. Applications will be evaluated primarily on the activities the WETAP grant would fund.
3. **Application Workbook:** Complete the gray fields in each tab of the excel workbook as outlined on the Instructions tab of the workbook. Some tabs have multiple pages so scroll down the page. Do not modify or delete any of the tabs in the workbook. Be mindful of not changing cell formatting.

Applicant provided documents:

1. **Public Notice of Intent to Apply:** Applicants are required to notice the public with a comment period of the intent to submit a WETAP grant application **prior** to submitting the application. A list of responses or a statement that no comments were received should be included. All applicants must publish a notice to all organizations and agencies of their intent to apply for funding under the WETAP program.
 - a. Notices must be published in the most widely circulated newspaper in your service area;
 - b. Notices must be published for at least **one** day;
 - c. A newspaper/media clipping and the receipt of publication of your public notice will need to be submitted with the application;
 - d. Notices can also be placed on social media but cannot exclusively be placed on social media.
2. **Non-profit Documentation:** This includes a W-9 and articles of incorporation or a list of board members if applicable.
3. **Leases and Contracts:** a copy of each lease and/or contractual agreement with any subcontractor will need to be provided as part of the application process.

4. **Single Audit:** Required of non-Federal entities, including Tribes, that expend \$750,000 or more of Federal Financial Assistance from all sources in a fiscal year.⁵

Budget Preparation

Budget items are entered into the excel workbooks received from WisDOT. Details of sources of funds for capital and operating activities are required, including fees or fares charged customers.

Applicants are encouraged to create budgets with estimates that are as accurate as possible, with very little overage added. In past years, award recipients have typically spent within 90% or more of their grant award.

Local Match – cash or in-kind

All WETAP proposals must include proof of local match. The objective for local match is to ensure local commitment, promote long-term vision, and support the transportation initiative. Local match must comply with local, state, and federal guidelines required for that funding source.

Projects requesting operating funds need a 50% local match; projects requesting capital funds need a 20% local match. Local match options include cash and in-kind match.

Cash Match, i.e., a cash contribution, can come from the entity's own funds (general revenue), cash donations from non-federal third parties (i.e. partner organizations), or from non-USDOT grants. During invoicing, a cash match contribution can only be applied to your match requirement once it is expended on a cost or activity identified in your application.

Examples of cash match:

- General revenue (excluding fare revenue)
- State or local funding;
- Funding used to cover program operations until reimbursement, including reserve funds;
- Private donations;
- Net income generated from advertising, concessions, and loan repayment;
- Other non-USDOT federal funds.

In-Kind Match is a non-cash contribution of value provided by the entity or by non-USDOT third parties. In-kind match is typically the calculated value of personnel, goods, and services, including direct and indirect costs.

Examples of in-kind match:

- Donated facility space to operate the program;
- Labor contributed to the project (see note on valuing time below);

⁵ For more information about single audits: [Understanding Single Audits - Overview \(hhs.gov\)](https://www.hhs.gov/understanding-single-audits-overview)

- Legal services contributed to the project.

All in-kind match must:

- Be represented as an expense in the applicant's budget;
- Represent a cost that would otherwise be eligible under the project;
- Be reported in the quarterly/monthly billing forms if a grant is awarded;
- Be formally documented in the grantee's records and be available upon WisDOT request;
- Not be included as a contribution for any other federally-assisted or state-assisted project or program;
- Be allowable under the applicable cost principles (For additional information see [2 CFR Part 230](#) or [Local and Indian Tribal Governments see 2 CFR Part 225](#) from the [Office of Management and Budget](#));
- Be documented in a letter of support, if outside the applicant's organization.

Valuing In-Kind Match: Using someone's time whose hourly pay rate you know.

The actual hourly wage rate of the activities of the person used for in-kind match should always be used to calculate the value of their time.

For example, your agency's director intends to donate one hour per week to the oversight of WETAP project for a total of 50 hours per calendar year. The director's salary, including benefits, is \$65 per hour and the funding for the director comes from non-US DOT funding. The value of the in-kind contribution is estimated at \$3,250 (\$65 per hour x 50 hours) for the year. This amount should be entered in the budget. If a grant is awarded, actual hours donated for specific tasks will need to be shown in the quarterly invoices. A general allocation or percentage of hours of that employee's time is not sufficient to be claimed as in-kind match.

Note the budget cannot show the Director's time both as an in-kind contribution to the match and as a salary charged to the grant if the WETAP grant is the only source for their salary. It must be consistently one or the other throughout the period of performance of the grant.

Valuing In-Kind Match: Volunteer Time

Volunteer time is often counted as in-kind match. That is, the time of people who are providing services for your organization but are not employed or being paid by you. Since they are not employees, not estimate of fringe benefits is allowed.

Volunteer drivers typically fall into this category. WisDOT uses county level information from the Job Center of Wisconsin's WisConomy labor market dataset for Shuttle Drivers

and Chauffeurs to establish hourly rates to be used to value volunteer driver time being used for in-kind match.⁶

⁶ Source: Appendix D of WisDOT's 5310 Application Guidelines for Non-Traditional Projects, Cycle 49 (Calendar Year 2025) [Section 5310 - Application Guidelines for Mobility Management or Operating Assistance requests \(wisconsindot.gov\)](#)

In-Kind Rates by County for Volunteer Drivers

Area	In-Kind Rate	Area	In-Kind Rate
Adams County	\$13.71	Marathon County	\$14.48
Ashland County	\$13.16	Marinette County	\$13.71
Barron County	\$13.37	Marquette County	\$14.07
Bayfield County	\$13.16	Menominee County	\$13.71
Brown County	\$14.04	Milwaukee County	\$15.20
Buffalo County	\$13.37	Monroe County	\$13.37
Burnett County	\$13.16	Oconto County	\$14.04
Calumet County	\$13.43	Oneida County	\$13.71
Chippewa County	\$13.38	Outagamie County	\$13.43
Clark County	\$13.37	Ozaukee County	\$15.20
Columbia County	\$15.92	Pepin County	\$13.37
Crawford County	\$13.37	Pierce County	\$17.42
Dane County	\$15.92	Polk County	\$13.37
Dodge County	\$14.07	Portage County	\$13.71
Door County	\$13.71	Price County	\$13.16
Douglas County	\$14.57	Racine County	\$18.11
Dunn County	\$13.37	Richland County	\$14.07
Eau Claire County	\$13.38	Rock County	\$15.28
Florence County	\$13.71	Rusk County	\$13.16
Fond du Lac County	\$14.58	Sauk County	\$14.07
Forest County	\$13.71	Sawyer County	\$13.16
Grant County	\$14.07	Shawano County	\$13.71
Green County	\$15.92	Sheboygan County	\$13.03
Green Lake County	\$14.07	St. Croix County	\$17.42
Iowa County	\$15.92	Taylor County	\$13.16
Iron County	\$13.16	Trempealeau County	\$13.37
Jackson County	\$13.37	Vernon County	\$13.37
Jefferson County	\$14.07	Vilas County	\$13.71
Juneau County	\$13.37	Walworth County	\$14.07
Kenosha County	\$16.26	Washburn County	\$13.16
Kewaunee County	\$14.04	Washington County	\$15.20
La Crosse County	\$15.13	Waukesha County	\$15.20
Lafayette County	\$14.07	Waupaca County	\$14.07
Langlade County	\$13.71	Waushara County	\$14.07
Lincoln County	\$13.71	Winnebago County	\$14.86
Manitowoc County	\$13.71	Wood County	\$13.71

For example, your vanpool project in Eau Claire county uses two volunteers to drive the van for a total of 10 hours a week. The hourly rate from the above table shows a rate of

\$13.38 per hour. Multiplying the number of volunteer hours per year (20 per week times 52 weeks= 104 hours) by the hourly rate for Eau Claire county (\$13.38) equals \$1391.52 of in-kind match you can use in your budget for their volunteer labor for the entire year.

Please contact the WETAP Program Manager for assistance prior to submitting an application when estimating wage rates for other forms of volunteer time.

Accounting for direct and indirect costs in the budget

Direct costs are those associated with the conduct and administration of the intended WETAP grant activities. Because these activities are easily traced to projects, their costs are usually shown in the budget on an item-by-item basis.

Direct costs for staffing are those that will be supported in invoicing with documentation to show the nature and amount of cost for actual staff time charged to the grant.

Budget categories typical to direct costs include:

- Staff salary and fringe for WETAP program activities
- Project supplies
- WETAP program related Travel
- WETAP program related Training
- Vehicle repair costs
- Vehicle purchase or loan costs

The costs listed below can either be shown as direct or indirect in the budget. If the applicant agency administers programs in addition to WETAP program activities, these are typically indirect costs if their use for the WETAP funded activities cannot be directly quantified or documented:

- Telephone charges
- Computer use
- Project clerical personnel
- Postage and printing
- Miscellaneous office supplies
- Office rent (if WETAP is the only program administered from the office or takes up a specific percentage of the floor space)

If these costs are typically able to be quantified directly with documentation to the WETAP program, they should be shown in the budget as direct costs.

Indirect costs are those for activities or services that benefit more than one project or are typically considered overhead. Their precise benefits to a specific project are often difficult to specify. For example, it may be difficult to determine precisely how much of the activities of the Director of an organization with multiple programs benefits the proposed WETAP funded project.

Costs usually shown in the budget as indirect costs if the organization manages other projects besides WETAP funded activities:

- Utilities and other costs of operating the facility/offices;
- Rent;
- Audit and legal;
- Agency administrative staff (not WETAP program staff);
- Facility maintenance;
- Equipment rental.

Indirect costs are usually charged as a percentage of direct dollars. Indirect costs are shown in the budget in one of three ways:

- Use of a federally approved indirect cost allocation plan. This is negotiated directly with whatever federal agency provides the most funding to the organization (known as a federal cognizant agency). The indirect cost rate derived from the cost allocation plan is required to be applied to all federally funded grants the organization may receive, including WETAP grants. This is a flat percentage to cover indirect costs that is applied to the total direct expenses in the WETAP budget. Use of this option for WETAP grants must be in place before applying for the grants. The approved plan should be included with application submittals.⁷
- Use of the standard de minimis rate. This is a flat percentage to cover indirect costs that is applied to the total direct expenses in the WETAP budget. FTA's de minimis rate to be used after October 2024 is 15%.
- If indirect costs are used as match, they should be shown in the budget as a cash match. Indirect costs may only be identified as either a reimbursable project expense or a cash match but not both.

Budget Revisions

If the project is selected for award the applicant may be asked to revise the budget. Any revisions to the proposed budget will be added to the application as an amendment. Any requests by the applicant/grantee to change the budget must be submitted to the WETAP Manager for pre-approval before implementing the change.

Operating vs. Capital Expenses

Refer to the previous section about Eligible Activities for details on what qualifies as an operating or capital expense .

The following are definitions of commonly confused budget line items:

Project Operation – Costs paid for direct expenses to grant operation (i.e. payment to transportation vendor for services rendered; cost of vouchers).

⁷ [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

Operating Costs – Office supplies, facility and utility expenses, leases, etc.

Project Outcomes

All applications will be evaluated on the performance and completion of the specific measurements and outcomes as outlined in the grant application. Project outcome details are required in both the Written Responses to Questions document and the Application Workbook.

All grantees will be required to complete the Outcome Forms for both capital and operating projects. If a grant is awarded, these reports will be compared to the data provided in the application for purposes of compliance, evaluation and future funding consideration.

Trip-Based Service Outcomes

- *Number of one-way rides to be provided:* Report the number of regular and sponsored unlinked passenger trips.
 - Regular Unlinked Passenger Trips (UPT) is service operated as part of the normal transit schedule. Complementary ADA paratransit trips are regular UPT. Also, bus, vanpool and intercity bus services are regular UPT.
 - Sponsored Unlinked Passenger Trips is transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Assisted Living Centers, and Head Start programs. Sponsored UPT only apply to the Demand Response mode.
- *Total hours of service:* Report the anticipated total vehicle revenue hours. Vehicle revenue hours (VRH) are the total amount of hours for the reporting period that all vehicles travel in revenue service. VRH include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. For the demand response mode, VRH are the total amount of hours for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the hours of personal vehicles used in service.
- *Total miles of service:* Report the anticipated total vehicle revenue miles. Vehicle revenue miles (VRM) are the miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover/recovery time, but exclude deadhead, operator training, vehicle maintenance testing, and school bus and charter services. For the demand response mode, annual VRM are the total amount of miles for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the miles of personal vehicles and taxi cabs used in service.

Number of jobs accessed: Actual or estimated number of jobs anticipated to be accessed as a direct result of this project. If one worker starts riding the service daily to go to the same job, report that one job was accessed that month. The following month do not report this same worker. The number of jobs accessed at the end of the year (totaled from your quarterly reports) should not count the same job more than once.

Route length (one-way in miles): Route length is the distance in miles from the first stop to the last stop.

Information-Based Service (Mobility Management)

Number of contacts made: Number of in-person, email or phone contacts anticipated to be made per month. Contact with the same person multiple times can be counted as multiple contacts.

Number of referrals made: Number of contacts anticipated to be referred onto another service outside of your project. Referrals to programs within your agency that are not WETAP-funded projects count towards your referral total.

Number of jobs accessed: estimated number of jobs anticipated to be accessed as a direct result of this project.

Number of one-way work-related rides provided: Report the anticipated number of one-way work-related rides provided if the mobility manager directly provides rides. Do not count rides in this section that are included in the trip-based service or capital investments sections.

Vehicle Purchase or Repair Loans

Number of jobs accessed: Estimated number of jobs to be accessed as a direct result of this project. If one vehicle loan is made to an individual to drive to work and they carpool with one other individual, report that two jobs were accessed that month. The following month do not report these same jobs. The number of jobs accessed at the end of the year (totaled from your monthly reports) should not count the same job more than once.

Number of one-way trips provided as part of the ride-sharing component: Estimated number of one-way shared trips that were provided via the purchased or repaired vehicles. Do not count any rides where carpooling was not used.

APPLICATIONS ARE DUE NO LATER THAN NOON CENTRAL TIME NOVEMBER 4, 2024. LATE APPLICATIONS WILL NOT BE ACCEPTED.

Application Review and Selection Process

Applications Review Process

WisDOT will review all grant applications submitted by the deadline. All applications that pass the initial review for completeness and eligibility will advance to the evaluation stage.

WisDOT and the Department of Workforce Development staff will score the applications based on evaluation criteria related to the WETAP program's objectives and requirements. Examples of the evaluation form is included in the Application Workbook. Keep these criteria in mind while completing the application and remember to focus on the transportation related activities in the grant application.

Grant Awardee Selection

Applications receiving evaluation scores of at 65 out of 100 possible points will be eligible to be awarded a grant. WisDOT will consider the requested funding amounts in relation to the total amount available in the 2025 grant cycle in its final decision.

Notification of Intent to Award Decision

All applicants will be notified via the email addresses provided in the application of the recommended grant awards once WisDOT's selection process is complete. Those that are awarded grants will be notified of WisDOT's Intent to Award the grant.

Appeal of Grant Award Denial

An applicant may file an appeal with WisDOT on the results of a non-funding recommendation of their application within 14 calendar days of being notified of WisDOT's decision. In order to be considered, an appeal must be based on a perceived issue with the process by which a grant application is scored and awarded.

Upon receipt of a request to appeal, WisDOT will investigate and review the process to ensure that all aspects of the evaluation were performed in an appropriate manner and in compliance with state and federal rules. Requests to appeal that are related to the merits, scoring and ranking of an application will not result in a final outcome reconsideration.

An appeal must be made in writing via U.S. mail. The letter of appeal from the applicant must include the organization name, contact person, address, telephone number, email address, project description, and the grounds for appeal. The letter of appeal must be postmarked no later than 14 calendar days from the date of WisDOT's notice of the applicant's funding status.

Appeals should be sent via U.S. mail to:
Jennifer Murry, Bureau Director
Bureau of Transit, Local Roads, Railroads and Harbors
Wisconsin Department of Transportation
4822 Madison Yards Way 6th Floor South
PO Box 7913
Madison, WI 53707-7913

A written decision will be provided within ten working days of receipt of the appeal. The decision rendered through the appeal process shall be the final decision and is not subject to further appeal or judicial review.

Final Steps in the Award Process

Awards are considered final only upon timely completion and submittal of

- a grant agreement between WisDOT and the awardee;
- a workbook to be used to submit quarterly requests for reimbursement and document eligible activities;
- a federal certifications and assurances agreement covering requirements to receive federal funds including but not limited to requirements concerning lobbying, Buy America, Disadvantaged Business Enterprises, nondiscrimination, procurement, tax liability and suspension and disbarment.
- a Federal Funding and Accountability and Transparency Act (FFATA) certification.

Failure to agree to these conditions of the award and submittal of the above documents in a timely manner will result in a withdrawal of the intent to award offer.

Definitions

Disadvantaged Business Enterprise (DBE) Program: The DBE program requirements relate to ensuring the participation of minority and women owned businesses in FTA grant funded activities. WisDOT and its subrecipients agree to adhere to federal DBE requirements (49 CFR Part 26). WisDOT will work with grant awardees and their subcontractors (if any) to ensure compliance with DBE requirements related to procurement, contracting, goal setting and reporting. Information on DBE requirements is available on the WisDOT website at:

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/dbe.aspx>

Mobility management: Mobility management is an approach for managing and delivering coordinated transportation services to customers, including older adults, people with disabilities, and individuals with lower incomes. Mobility management focuses on meeting individual customer needs through a wide range of transportation options and service providers. Mobility management activities eligible for funding include:

- Operating transportation brokerages to coordinate service providers, funding resources, and customer needs;
- Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes;
- Supporting local partnerships that coordinate transportation services;
- Staffing for the development and implementation of coordination plans; providing travel training and trip planning activities for customers;
- Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel; and
- Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system.

FTA classifies these activities as capital expenses that can be funded by WETAP grants at 80%.⁸

Net Operating Cost (Deficit): For budgeting purposes, total project costs minus project revenue (e.g. passenger fares and other operating revenues).

Operating Expenses: For budgeting purposes, operating expenses are those costs directly related to project operations. Operating expenses include vehicle operations, vehicle maintenance (for program vehicles only), non-vehicle maintenance, and general administration.

⁸ [Mobility Management \(dot.gov\)](#)

Public transportation service: The operation of a vehicle that provides general or special service to the public on a regular and continuing basis consistent with 49 U.S.C. Chapter 53. “Public transportation [service]” has replaced the obsolete term, “mass transportation [service]”. FTA has interpreted this term to include any transportation service provided using vehicles purchased with FTA capital assistance.⁹

Vehicle purchase loans for individuals activities: Supporting local car loan programs that assist individuals in purchasing vehicles for work or post-secondary education, including the provision of capital loan guarantees. The federal interest in the loan guarantee fund must be maintained and the funds continue to be used for subsequent loan guarantees (revolving loan funds) or are returned to WisDOT upon the release of funds from each guarantee.

Vehicle repair loans or grants for individuals activities: Similar to purchase loan subsidies. Supporting local vehicle loan programs that assist individuals in vehicles for work or post-secondary education, including the provision of capital loan guarantees, The federal interest in the loan guarantee fund must be maintained and the funds continue to be used for subsequent loan guarantees (revolving loan funds) or are returned to WisDOT upon the release of funds from each guarantee.

Vouchers: Vouchers can be provided directly to eligible customers or managed through a trip reimbursement process with ride providers. Programs paid through WETAP grants can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Federal funding restrictions do not allow for vouchers for rides on transit systems, including shared ride taxis.

Trip providers can then submit the voucher to the WETAP recipient or subrecipient administering the project for payment based on predetermined rates or contractual arrangements.

⁹ [Interpretations of Definitions | FTA \(dot.gov\)](#)