

# WETAP

## APPLICATION GUIDELINES

Issued May 21, 2010

---

**Wisconsin Employment Transportation Assistance Program**

Sponsored by the Wisconsin Department of Transportation

with support from the Wisconsin Department of Workforce Development

*[www.dot.wisconsin.gov/localgov/transit/wetap.htm](http://www.dot.wisconsin.gov/localgov/transit/wetap.htm)*

## TABLE OF CONTENTS

Program Background	2
I.    Introduction	
II.   Program Objectives	
Eligibility	3
I.    Eligible Applicants	
II.   Eligible Projects	
III.  Eligible Customers	
IV.   Eligible Match	
Funding	4
I.    Funding Sources	
II.   Funding Distribution	
III.  Additional Funding Considerations	
Project Budget	6
Project Outcomes	6
Application Information	9
I.    Proposal Criteria	
II.   Required Documents	
III.  Coordination Requirement	
IV.   Due Date	
V.    Process	
VI.   Timeline	
Definitions	12

## PROGRAM BACKGROUND

### I. Introduction

The Wisconsin Department of Transportation (WisDOT) is pleased to sponsor the Wisconsin Employment Transportation Assistance Program (WETAP). This program integrates state and federal funding sources into one coordinated program to help local areas assess and address transportation needs for low-income workers.

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

## II. Program Objectives

The objectives of this program are to:

- Provide new or expanded transportation services that resolve the employment-related transportation needs of eligible low-income workers and/or public assistance recipients.
- Encourage ridesharing through public transportation expansion, vanpools, or carpools; and innovative individual solutions, such as car repair programs, used car loan programs.
- Develop coordinated transportation solutions based on a local planning process involving local stakeholders.

## ELIGIBILITY

### I. Eligible Applicants

- Private non-profit organizations;
- State or local governmental authority; and
- Operators of public transportation services, including private operators of public transportation services

### II. Eligible Projects

Projects must provide new or expanded service designed to fill transportation gaps. Eligible projects include, but are not limited to:

- late-night and weekend service
- guaranteed ride home service
- shuttle service
- transportation to training and/or interviews
- expanding fixed-route public transit service
- marketing efforts to promote transit solutions (e.g. brochures, vouchers)
- car loan programs that assist individuals in purchasing and maintaining vehicles for shared-rides in areas that do not have public transportation
- mobility management and transportation coordination programs
- demand-responsive van service
- ridesharing and carpooling activities
- transit-related aspects of bicycling
- childcare transportation

### III. Eligible Customers

Eligible customers are low-income individuals and public assistance recipients.

Low-income is defined as individuals whose family income is at or below 200% of the federal poverty level.

Federal Poverty Level Guidelines		
Family Size	Poverty Guideline	200% Poverty Level
1	\$10,830	\$21,660
2	14,570	\$29,140
3	18,310	\$36,620
4	22,050	\$44,100
5	25,790	\$51,580
6	29,530	\$59,060
7	33,270	\$66,540
8	37,010	\$74,020
For each additional person add:	\$3,740	\$7,480

#### IV. Eligible Match

Local match must comply with local, state and federal guidelines required for that funding source.

The objective for local match is to ensure local commitment, promote long-term vision and support of the transportation initiative.

Examples of local match:

- State or local appropriations
- Private donations
- Net income generated from advertising and concessions
- In-Kind Donations, which are directly related to the project, are documented and have a discernable cash value of a contribution that replaces part of the project's costs such as:
  - Grantee-contributed facility space to operate the program
  - Labor contributed to the project, such as committee members outside of the Grantee's organization that approves loans.
  - Grantee-contributed labor costs to run the program.
- Other non-USDOT Federal funds

## FUNDING

### I. Funding Sources

- WisDOT provides funding through the federal *Job Access and Reverse Commute* (JARC) program (49 U.S.C. Section 5316).
- WisDOT also provides state funding through *Transportation Employment and Mobility* (TEAM) program (s. 85.24).
- DWD provides funding through the state *Employment Transit Assistance* (ETA) program (s. 106.26).

- Local Match: Cash and/or in-kind services available to support projects.

## II. Funding Distribution

WETAP provides state and federal dollars for demonstration projects with the objective of eventual self-sustainability.

- Grants are awarded for one year with no guarantee of continued funding.
- An application is required each year to be considered for future funding.
- Preference will be given to projects showing the greatest level of coordination.
- Preference will also be given to those projects showing an ability to become self-sustainable or alternately funded after a reasonable number of years.

JARC funding is allocated by formula to States. The formula is based on the number of eligible low-income and welfare recipients in urbanized and rural areas and is intended to provide an equitable funding distribution to states and communities.

JARC formula funding is divided into three categories:

- Large urbanized areas with populations of 200,000 or more
- Small urbanized areas with populations of 50,000 – 199,999
- Non-urbanized areas with populations under 50,000

The Fiscal Year (FY) 2009 JARC annual allocation was:

AREA	FY 2009
Milwaukee	\$785,918
Madison	\$179,865
Small Urbanized	\$931,691
Non-Urbanized	\$624,548

\*Carryover funds from previous year's allocations may be available.

The State funds available for WETAP 2011 are:

FUNDING SOURCE	CY 2011
TEAM (WisDOT)	\$336,000
ETA (DWD)	\$258,200

## III. Additional Funding Considerations

- Planning for the proposed project or any costs incurred prior to the contract period (calendar year) are not eligible for WETAP funding.

- Continuing projects must have met all WETAP grant requirements in previous grant cycles in order to be an eligible applicant for the next WETAP cycle.
- WETAP funding cannot replace existing sources of funds used for transportation services.
- Funding through the WETAP program is done by monthly reimbursement. The first reimbursement check cannot be issued until a contract has been established and federal and state funds have been secured. *Please be advised that this may not be concurrent with the beginning of the contract period.*

## PROJECT BUDGET

All WETAP applications must include an application budget (see '2011 WETAP Application' excel document) and a detailed budget. The detailed budget must include the following:

- breakdown of each line item in the application budget
- list of all local match sources

### Budget Line Item Definitions

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

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

*Program Development* – Revenues from repayment of principal on loans

### Operating vs. Capital

All eligible expenses associated with providing mobility management are regarded as capital expenses. Additionally, the principal value of loans for vehicle repair/purchase shall be regarded as a capital expense.

Mobility management and vehicle loans are the only allowable capital expenses under WETAP.

## PROJECT OUTCOMES

All grant projects will be evaluated on the performance and completion of the specific measurements and outcomes as outlined in the grant application.

All grantees will be required to complete Monthly Billing and Outcome Forms for each project. These reports will be compared to the data provided in the application for purposes of monthly compliance, evaluation and future funding consideration.

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 achieved.

Any modification to the grant project (once awarded) must be submitted in writing to the WETAP Manager. Upon approval, a written application amendment will be issued.

Organizations must be willing to share project success for potential replication by other organizations.

## **Outcome Definitions**

### TRIP-BASED SERVICE

#### **Number of one-way rides 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, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Sponsored UPT only apply to the Demand Response mode.

#### **Total hours of service**

Report the 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 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 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 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.

\* Revenue Service (Miles, Hours, and Trips) is the time when a vehicle is available to the general public and there is an expectation of carrying passengers.

These passengers either:

- Directly pay fares
- Are subsidized by public policy, or
- Provide payment through some contractual arrangement.

Vehicles operated in fare free service are considered in revenue service.

Revenue service includes:

- Layover / recovery time.

Revenue service excludes:

- Deadhead
- Vehicle maintenance testing
- School bus service, and
- Charter service.

### **Number of jobs accessed**

Actual or estimated number of jobs 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 monthly 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 made per month. Contact with the same person multiple times can be counted as multiple contacts.

### **Number of referrals made**

Number of contacts that were referred onto another service outside of WETAP. Referrals to programs within your agency that are not WETAP projects count towards your referral total.

### **Number of jobs accessed**

Actual or estimated number of jobs accessed as a direct result of this project.

### **Number of one-way work-related rides provided**

Report the actual number of one-way work-related rides were 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.

## CAPITAL INVESTMENTS

### **Number of jobs accessed**

Actual or estimated number of jobs 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**

Actual or estimated number of one-way shared trips that were provided via the purchased or repaired vehicles. Do not count any rides that carpooling was not used.

## APPLICATION INFORMATION

### **I. Proposal Criteria**

The evaluation criteria used to score proposals is available on the WisDOT WETAP website. Keep these criteria in mind while completing the application packet.

### **II. Required Documents**

The following documents must be included to be considered a complete application packet:

#### **A. 2011 WETAP Application**

Email a completed electronic application file. No paper copies need to be submitted.

#### **B. Written Responses**

See the *Written Responses* tab in the 2011 WETAP Application for the list of questions and length limitations. Email an electronic version and mail 5 paper copies.

#### **C. Letters of Acknowledgement**

Any agency is eligible to apply, but applications must be locally or regionally coordinated. All applications must have a letter of acknowledgement from each of the following:

- Workforce Development Board (WDB)
- Regional Planning Commission (RPC) or Metropolitan Planning Organization (MPO), *where applicable*

See the WETAP website for a list of contacts and maps for the WDBs, RPCs and MPOs.

Mail one original and 4 copies of each.

**D. Itemized Budget**

Include a breakdown of all line items in the operating and capital budgets. Lack of sufficient budget documentation may disqualify your application. Mail 5 copies.

**E. Local Match Support Documentation**

Include documentation of all financial and in-kind commitments for the required local match of project costs (e.g. MOU, letter of support, award letter). Mail 1 original and 4 copies of each.

**F. FTA Certifications and Assurances**

Provide initials and signatures as required. See the WETAP website to download the document. Mail one copy.

**III. Coordination Requirement**

*Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* requires that awarded projects funded under most FTA programs, including JARC, are derived from a “locally developed Coordinated Public Transit-Human Services Transportation Plan”. This ensures that applicants are coordinating services with other private, public and non-profit transportation providers. Proposed WETAP projects must be identified by a strategy and/or action item in a county, multi-county or regional plan. For information on the 2008 Coordination Planning Process that began in May 2008 visit the WisDOT website at <http://www.dot.wisconsin.gov/localgov/transit/toolkit.htm>.

**VI. Due Date**

Applications must be received by **August 6, 2010, 4:00 PM**.

Mail:

Sarah Probasco  
Wisconsin Department of Transportation  
4802 Sheboygan Avenue, Room 951  
PO Box 7913  
Madison, WI 53707-7913

Email:

sarah.probasco@dot.wi.gov

Late and/or incomplete applications will not be considered.

## V. Process

Decisions for the recommendation of funding for projects are made as part of the federally mandated open, competitive grant application process. Decisions are based on the scoring of an application's content using the following: 1) evaluation criteria, 2) ranking as compared to other applications, and 3) available funding levels.

### Appeals

An applicant may file an appeal with WisDOT on the results of a non-funding recommendation. 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 final outcome reconsideration unless, through an appeal's initial review process, WisDOT identifies underlying factors in the evaluation process that demonstrate an inappropriately conducted evaluation process which resulted in scoring or ranking that prompted denial of the project being selected for grant award.

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, 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:

Rod Clark, Director  
Bureau of Transit, Local Roads, Railroads & Harbors  
4802 Sheboygan Ave., Room 951  
Madison, WI 53707-7913

A written decision will be provided within 10 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.

## VI. Timeline

RFP released	05/14/2010
Applications due to WisDOT	08/6/2010
Awards Announced	September/October 2010
Grant Cycle Begins	01/01/2011
Grant Cycle Ends	12/31/2011

## DEFINITIONS

### **Americans with Disabilities Act (ADA)**

Public Law 336 of the 101st Congress enacted July 26, 1990 (42 U.S.C. 12101 et seq.) The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. More information on the ADA requirements of public transportation can be found at: [http://www.fta.dot.gov/laws/leg\\_reg\\_3301.html](http://www.fta.dot.gov/laws/leg_reg_3301.html)

### **Capacity Building**

Capacity building can be defined as “the development of building blocks within a region/community to address a critical transportation need.” A fundamental goal of capacity building is to enhance the ability to evaluate and address the crucial questions related to policy and modes of implementation.

### **Disadvantaged Business Enterprise (DBE) Program**

The DBE program goal is to increase participation of firms owned by disadvantaged individuals in all federal aid and state transportation contracts. The program started with the Surface Transportation Assistance Act of 1982. The act set a national goal of placing at least 10 percent of federal highway and transit funds with persons who qualify as disadvantaged small business operators. A subsequent act in 1987 included women. These funds invested in highway, airport and transit in Wisconsin translates into millions of dollars in transportation-related contracts and project work for DBE firms.

Firms eligible to participate in the DBE program include any small business at least 51 percent owned, operated and fully controlled on a daily basis by a member or members of the following groups. In the case of publicly held firms, a member or members of the listed groups must own at least 51 percent of the stock issued. These groups include:

- African Americans
- Native Americans
- Hispanic
- Asian-Pacific
- Asian-Indian Americans
- Women
- Individuals found to be disadvantaged as defined by the Small Business Act under the 8(a) program

### **DWD**

Department of Workforce Development

### **FFY**

Federal Fiscal Year

### **FTA**

Federal Transit Administration

## **ICTC**

Wisconsin's Interagency Council on Transportation Coordination

### **Large Urbanized Area**

Urbanized areas (defined as such by the U.S. Census Bureau and used in the context of FTA formula grant programs) with a population of more than 200,000.

### **Locally Developed, Coordinated Public Transit-Human Services Transportation Plan**

A plan that assesses available transportation resources, identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, and provides prioritized strategies for funding and implementation to address transportation needs and gaps. In Wisconsin, coordination plans may be organized at the local, county, multi-county or regional level. SAFETEA-LU requires coordination plans be developed through a process that includes a broad base of stakeholders including representatives of public, private and non-profit transportation and human service providers, and participation by members of the public.

### **Local Public Bodies**

Local public bodies include counties, municipalities, or agencies thereof. Transit commissions and Native American Tribes are also considered local public bodies.

### **Mobility Management**

Mobility management is a transportation management solution that focuses on the transportation needs of individuals through collaboration with local, county or regional public and private transportation providers, and community partners and stakeholders to develop and improve transportation coordination and service delivery. Mobility management:

- maximizes the use of fiscal and capital resources.
- improves the effectiveness and efficiency of funding, ride coordination and customer access.
- identifies the needs, gaps and barriers in service for the transportation disadvantaged (elderly, disabled, low-income) through collaboration.
- develops strategies to remedy transportation needs for the transportation disadvantaged.

Mobility management activities are eligible for WETAP funding as a capital expense. More detailed information for eligible mobility management activities and techniques is provided in Appendix B.

### **Mobility Manager**

Under WETAP's definitions, a Mobility Manager is the transportation coordination leader responsible for the development and implementation of a mobility management program and its activities at the program management level.

### **Net Operating Cost (Deficit)**

Total project costs minus project revenue (e.g. passenger fares and other operating revenues).

### **Non-urbanized Area**

Any area outside of an urbanized area. The term “non-urbanized area” includes rural areas and urban areas under 50,000 in population that are not included in an urbanized area.

### **Operating Expenses**

Operating expenses are those costs directly related to project operations. Operating expenses include vehicle operations, vehicle maintenance, non-vehicle maintenance, and general administration.

### **Public Transportation**

Public transportation is defined in CHAPTER 53 OF TITLE 49, as amended by the SAFETEA-LU:

“...transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity).”

### **SFY**

State Fiscal Year

### **Small Urbanized Area**

Urbanized areas (defined as such by the U.S. Census Bureau and used in the context of FTA formula grant programs) with a population of at least 50,000 but less than 200,000.

### **Transportation Coordination**

A process where human service agencies, transportation providers, consumer groups and public officials work together to develop and improve services for the elderly, persons with disabilities, and persons of low income. Goals of transportation coordination are to achieve:

- more cost effective service delivery;
- increased capacity to serve unmet needs and gaps in service;
- improved quality of service;
- improved assessment of individual mobility needs;
- improved communication so access to services are easily understood by riders;
- coordination of transportation resources funded by different programs.

### **WisDOT**

Wisconsin Department of Transportation