**Expanded Wisconsin Fast Forward & WisDOT Grant Application**

**Commute to Careers**

**APPLICATION INSTRUCTIONS**

1. Read the Grant Guidelines and Grant Program Announcement, available for download from <http://www.wisconsinfastforward.com/wff_standard.htm>
2. Complete this application using Microsoft Word. Note that financial tables in the **Application Part 2 GRANT BUDGET & DETAIL** are embedded Excel spreadsheets that operate just as they do in Excel. In these tables, the shaded cells auto-calculate. Save your work frequently.
3. In Application Part 1 PROJECT OVERVIEW, you must select the Application Type. The type of application you wish to submit, a Program Application or a Vehicle Application, determines what you need to complete and to submit from Part 2 PROJECT BUDGET & DETAIL.
4. Complete the Application Part 2 PROJECT BUDGET & DETAIL based upon the Application Type you wish to submit and that you selected in the Application Part 1 PROJECT OVERVIEW:
   1. Complete PROGRAM GRANT BUDGET & DETAIL **or**
   2. Complete VEHICLE GRANT BUDGET & DETAIL **or**
   3. **Complete both** BUDGET & DETAIL documents for projects involving both a program and vehicles.
5. Submit the application packet as Word, Excel or .pdf documents by attaching to an email and **sending it to** [WisconsinFastForward@dwd.wisconsin.gov](mailto:WisconsinFastForward@dwd.wisconsin.gov)

**Please include "Commute to Careers" and the Application Type (Program, Vehicle or Program & Vehicle) in the email subject line.**

A complete application packet should include:

1. Application, this form Part 1 PROJECT OVERVIEW and the appropriate Application Part 2 PROJECT BUDGET & DETAIL documents specific to the application:
2. PROGRAM GRANT BUDGET & DETAIL **or**
3. VEHICLE GRANT BUDGET & DETAIL **or**
4. **Both GRANT BUDGET & DETAIL** documents for projects involving both a program and vehicles
5. All match, support and required documentation
6. VEHICLE GRANT APPLICATIONS must include ATTACHMENT 1 – FEDERAL REQUIREMENTS for VEHICLE GRANTS (downloadable from <http://www.wisconsinfastforward.com/wff_standard.htm>)

Submission deadline is Wednesday, September 5, 2018 at 3 p.m. CDT. Incomplete or late applications will not be accepted.

**Contacts**

**Grant Program Announcement**

Rita Atkinson, Director, 608.266.2721

[Rita.atkinson@dwd.wisconsin.gov](mailto:Rita.atkinson@dwd.wisconsin.gov)

**Grant Administration**

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| --- | --- | --- |
| **Program Grants** |  | **Vehicle Grants** |
| **Andy Heidt, 608.266.0174** [Andrew.heidt@dwd.wisconsin.gov](mailto:Andrew.heidt@dwd.wisconsin.gov) |  | **Katie Patterson, 608.264.7335** [Katherine.patterson@dot.wi.gov](mailto:Katherine.patterson@dot.wi.gov) |
| **Andrew Wusler, 608-266-0689**  [Andrew.wusler@dwd.wisconsin.gov](mailto:Andrew.wusler@dwd.wisconsin.gov) |  |  |

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|  | **Application Part 1 PROJECT OVERVIEW** | | | | | | | | | | | |
| 1 | Project Name: |  | | | | | | | | | | |
| 2 | Application Intent: |  | | | |  | | | |  | | |
| ⮚ Complete this  Grant Budget in Part 2: | **PROGRAM GRANT**  **BUDGET & DETAIL** | | | | **VEHICLE GRANT**  **BUDGET & DETAIL** | | | | **PROGRAM & VEHICLE GRANT**  **BUDGET & DETAIL** | | |
| 3a | WFF Program Grant | $ Requested: | $0.00 | | 20% Match: | | $0.00 | | Total Project Budget $: | | | $0.00 |
| 3b | WisDOT Vehicle Grant | Total Estimated Vehicle Costs: | | $0.00 | | | | 20% Match: | | | $0.00 | |
| 4 | Project Start Date: | Click or tap to enter a date. | | | | Project End Date: | | | | Click or tap to enter a date. | | |
| 5 | Brief Project Description: |  | | | | | | | | | | |

**Applicant/Fiscal Agent**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6 | Organization: |  | | | | |
| 7 | Status: |  | | | | |
| 8 | Applicant Name: |  | | | | |
| 9 | Title: |  | | | | |
| 10 | Organization: |  | | | | |
| 11 | Address: |  | | | | |
| 12 | City |  | | | ZIP: |  |
| 13 | Phone: |  | Email: |  | | |

**Project Director (if different from Applicant/Fiscal Agent)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 14 | Applicant Name: |  | | | | |
| 15 | Title: |  | | | | |
| 16 | Organization: |  | | | | |
| 17 | Address: |  | | | | |
| 18 | City |  | | | ZIP: |  |
| 19 | Phone: |  | Email: |  | | |

**Applicant Compliance Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| 20 | Has the Applicant had any discrimination findings after a due process hearing based on race, color, religion, national origin, or sex within the last 5 years? |  |  |
| 21 | If yes, have the discrimination findings been reported to the Office of Civil Rights? |  |  |

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| **Application Part 2 GRANT BUDGET & DETAIL** |
| **PROGRAM GRANT BUDGET** |

*In the embedded Excel spreadsheet below, shaded cells calculate and do not require data entry. To edit, double-click anywhere on the table. Enter values in Columns B and C (enter $0.00 in unused cells). When complete, click outside the table to close it. Enter the values from cells B7 (in '$ Requested'), C7 (in '20% Match), and D7 (in 'Total Project Budget'), into Program Grant (Row 3a) in Application Part 1 PROJECT OVERVIEW, on page 2.*



**PROGRAM GRANT BUDGET DETAIL**

*Describe each Requested WFF Funds Budget Line Item in detail.* *Cells will stretch to fit content. Limit responses to one-half page in length, single spaced, 11-point Times New Roman font, for each section.*

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| Program Budget (Includes staff and driver salaries) |
| Training (if applicable) |
| Marketing & Outreach |
| Insurance & Licensure |
| Supplies – Fuel, upkeep/maintenance, repairs |
| Administration (Capped at 5% of WFF Funds Requested) |
| Miscellaneous Budget Comments |

**PROGRAM GRANT PROPOSAL**

*Describe the project. Cells will stretch to fit content. Limit responses to one-half page in length, single spaced, 11-point Times New Roman font, for each section.*

|  |
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| **Project Need.** Applicants should thoroughly establish the need for the specific type of transportation supportive services they are proposing to implement. Description should include how the program partners have estimated initial ridership as well as an analysis of the other available transportation alternatives that are currently available and how this program provides a significantly better or more accessible alternative for the target population. Applicants are also encouraged to include service and route maps when doing so will help to explain the program choices regarding service areas and times. |
| **Implementation, Project Design and Deliverables.** Applicants must provide a timeline for all key project activities. Applicants are also expected to include a list of the key staff, a program budget, and any other information necessary to evaluate the overall design of the project. |
| **Local Stakeholder Support.** Applicants will include a letter of attestation regarding partnership expectations, role in the project, and any other elements that inform the program. Any source of leveraged funds must also clearly indicate the source of the funding and describe how it supplements the project. |
| **Budget & Sustainability Model.** Applicants in addition to including the letters of attestation and documenting the match in the program budget should discuss specific strategies for growing and sustaining the transportation program. Applicants should cover how grant funds will be replaced and any elements of the program that will lead it being more likely to be able to sustain itself. |
| **Outreach and Marketing Plan.** Applicants should explain how employees and other potential clients in the service area will learn about and participate in the transportation program. Include relevant information on partnerships with social services organizations, local workforce development and economic development entities, employers, or any other strategic relationships that will help connect low income workers in need to the transportation services being offered. |
| **Reporting and Evaluation.** Applicants will include information on the reporting and evaluation methodology and strategy they will be using the gauge the impact and success of the transportation program. |

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| **Application Part 2 GRANT BUDGET & DETAIL** | |
| **VEHICLE GRANT BUDGET** |

*In the embedded Excel spreadsheets below, shaded cells calculate and do not require data entry. To edit, double-click anywhere on the table. When complete, click outside the table to close it.*

**Estimated Transportation Operating Expenses (not awarded via a Capital Grant)*:***

*Double-click table to enter values in Columns B and C.*



**Estimated Transportation Operating Income**

*Enter values in Columns B and C.*

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**Estimated Cost of Vehicles to be Purchased** (See *Table 1: Vehicle Types* on page 7 for price estimates)

*Enter values in Columns A and B. Enter the values from cells B11 (in 'Total Estimated Vehicle Cost') and B12 (in '20% Match'), into Vehicle Grant (Row 3b) in Application Part 1 PROJECT OVERVIEW, on page 2.*



**TABLE 1, VEHICLE TYPES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle Type** | **Passengers  (not including driver)** | **Total Estimated Cost** | **Total Estimated Local Share** |
| Minivan | 7 passengers | $26,000 | $5,200 |
| Minivan Accessible Side Load | 3 passengers, 1 wheelchair position | $37,357 | $7,471 |
| Minivan Accessible Rear Load | 3 passengers, 2 wheelchair positions | $37,000 | $7,400 |
| Transit/Bariatric Vehicle Accessible Rear Load | 3 passengers, 2 wheelchair positions | $45,700 | $9,140 |
| Transit Wagon | 15 passengers | $40,000 | $8,000 |
| Minibus | 12 passengers | $49,057 | $9,811 |
| Minibus Accessible | 6 passengers, 2 wheelchair positions | $52,274 | $10,455 |
| Minibus Accessible Diesel | 3 passengers, 2 wheelchair positions | $58,720 | $11,744 |
| Minibus Accessible Single Rear Wheel | 3 passengers, 2 wheelchair positions | $54,661 | $10,932 |
| Medium Bus Accessible | 10 passengers, 2 wheelchair positions | $56,872 | $11,374 |
| Medium Bus Accessible Honeycomb Fiberglass | 3 passengers, 2 wheelchair positions | $64,718 | $12,944 |
| Large Cutaway Bus | 21 passengers | $65,000 | $13,000 |
| Large Cutaway Bus Accessible | 20 passengers, 2 wheelchair positions | $90,578 | $18,116 |
| Large Cutaway Bus Accessible Honeycomb Fiberglass | 20 passengers, 2 wheelchair positions | $98,984 | $19,797 |
| Conventional Bus | 26 passengers, 2 wheelchair positions | $125,630 | $25,126 |
| 30’ Heavy Duty Bus | 27 passengers, ADA compliant | $337,000 | $67,400 |
| 35’ Heavy Duty Bus | 30 passengers, ADA compliant | $390,200 | $78,040 |

**VEHICLE GRANT PROPOSAL**

*Describe the project. Cells will stretch to fit content. Limit responses to one-half page in length, single spaced, 11-point Times New Roman font, for each section.*

|  |
| --- |
| **Project Need.** Applicants should describe the need for the specific type of transportation supportive services they are proposing to implement. Description should include how their program has estimated initial ridership as well as an analysis of the other available transportation alternatives that are currently available and how this program provides a significantly better, fills gaps, and/or more accessible alternative for the target population.   * 1. Applicants may attach/include route maps or other visuals with the proposal. |
| **Implementation, Project Design, and Deliverables.** Applicants must provide a timeline for all key project activities. Applicants are also expected to include a list of the key staff, a program budget, and any other information necessary to evaluate the overall design of the project.   * 1. Applicants should describe potential implementation obstacles and mitigation plans.   2. Applicants will also have to describe how the organization will oversee vehicle and project administration for the lifetime of the vehicle. |
| **Local Stakeholder Support.** Applicants will include a letter of attestation regarding partnership expectations, role in the project, and any other elements that inform the program. Any source of leveraged funds must also clearly indicate the source of the funding and describe how it supplements the project.   * 1. Applicants must also describe how they will work with existing transportation services. |
| **Budget and Sustainability Model.** Applicants, in addition to including letters of attestation and documenting 20 percent cash match in the program budget, should discuss specific strategies for growing and sustaining the transportation program beyond the life of the grant. This could include ridership fares, advertisements, donations, etc.   1. Applicants should describe how grant funds (and vehicle) will be replaced after the grant period, and any program elements that will increase the likelihood of the project to be self-sustaining in the long-term. |
| **Outreach and Marketing Plan.** Applicants should explain how employees and other potential clients in the service area will learn about, and participate in, the transportation program. Include relevant information on partnerships with social services organizations, local workforce development and economic development entities, employers, or any other strategic relationships that will help connect low income workers in need to the transportation services being offered.   1. Applicants should include how their organization will target riders (with an emphasis on low-income workers) and employers to participate in services. |
| **Reporting and Evaluation.** Applicants will include information on the reporting and evaluation methodology and strategy they will be using the gauge the impact and success of the transportation program.   1. Organizations should describe how they will track one-way rides, mileage, and trip purpose for each vehicle awarded through this grant award. |

**FEDERAL CERTIFICATIONS AND REQUIREMENTS**

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| To be eligible to receive federal funds for a vehicle, all Vehicle Grant applicants must download, complete, and return with this application a copy of the Federal Requirements packet (available at right and to download at <http://www.wisconsinfastforward.com/wff_standard.htm> )  **Vehicle Grant Applications without a completed Federal Requirements packet will not be reviewed.** |  |

**LETTERS OF COMMITMENT AND SUPPORT**

Please attach to your application any letters of intent to participate in the dual enrollment training program, as outlined below:

For every partner, other than applicant, upload a signed letter of commitment (on letterhead) which confirms their agreement to support the project. For each source of leveraged funding, upload a signed letter of commitment (on letterhead) which outlines the proposed contributions, confirms the agreement to provide the funding, and the use of the funds. The partner/leveraged funding letters may be combined, if appropriate.

Attach any additional letters of support, as appropriate.

**TERMS AND CONDITIONS**

It is understood and agreed by the undersigned that:

1. By submitting this application, I certify that to the best of my knowledge and belief, the information submitted is true and correct;
2. Funds granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of this state;
3. Any proposed changes in this proposal as approved will be submitted in writing by the applicant and upon notification of approval by the state shall be deemed incorporated into and become part of this agreement;
4. Funds awarded may be terminated at any time for violations of any terms and requirements of this agreement;
5. By submitting this application, I certify that the applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its other creditors;
6. By submitting this application, I certify that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project, Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory interventions or inadequate capital to complete the project;
7. The applicant understands this application and other materials submitted to OSD may constitute public records subject to disclosure under Wisconsin's Public Records Law, § 19.31 et. Seq. the applicant will mark documents "trade secret" or "confidential" where appropriate for financial or other sensitive materials that should be, to the extent possible, kept in confidence. OSD will notify the applicant if it receives a public records request for material so marked;
8. The applicant agrees to comply with all state and federal civil rights laws the Federal Civil Rights Act of 1964; and
9. The applicant agrees that no grant appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of any agency, any member of the Wisconsin Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan, or cooperative agreement.
10. The Applicant understands that submitting false or misleading information in connection with his/her application may result in the Applicant being found ineligible for grant assistance through the WFF program, and the Applicant or its representative may be subject to civil and/or criminal prosecution.

Name and title of the individual authorized to commit applicants to this agreement:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | Initials: |  |
| Title: |  | | | Date Signed: | Click or tap to enter a date. |
| Phone: |  | Email: |  | | |