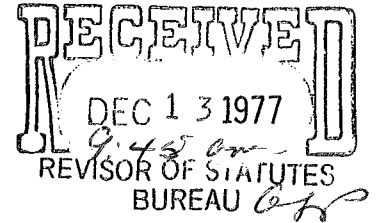


TRANS 1

C E R T I F I C A T E




State of Wisconsin )  
Department of Transportation ) ss

To all whom these presents cover:

I, Dale Cattnach, Secretary of the Wisconsin Department of Transportation, and custodian of the official records of the department do hereby certify that the annexed rules relating to the elderly and handicapped transportation assistance program for counties, were duly approved by the department this 12<sup>th</sup> day of December, 1977.

I further certify that the copy has been compared by me with the original on file and that the same is a true copy thereof, and of the whole of the original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department of Transportation at the Hill Farms State Office Building in the City of Madison, this 12<sup>th</sup> day of December, 1977.

  
\_\_\_\_\_  
Dale Cattnach  
Secretary  
Wisconsin Department of Transportation

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In the Matter of the	:	
adoption of Chapter Trans 1	:	
of the <u>Wisconsin Administration</u>	:	Order Adopting
<u>Code relating to the Elderly</u>	:	Rule
and Handicapped Transportation	:	
Assistance Program for Counties	:	

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Pursuant to authority vested in the Wisconsin Department of Transportation by sections 110.06 and 227.014, Wis. Stats., the Department of Transportation hereby adopts Chapter Trans 1 of the Wisconsin Administrative Code relating to the elderly and handicapped transportation assistance program for counties, a copy of which is annexed hereto and incorporated herein by reference.

The rule shall take effect on the 1st day of the month following publication in the Wisconsin Administrative Register in accordance with section 227.026(1)(intro.), Wis. Stats.

Signed at Madison, Wisconsin this 12<sup>th</sup> day of December, 1977.

  
Dale Cattanach  
Secretary  
Wisconsin Department of Transportation

CHAPTER TRANS 1

ELDERLY AND HANDICAPPED TRANSPORTATION

ASSISTANCE PROGRAM FOR COUNTIES

TRANS 1.01 Purpose and scope of rule. The purposes of this chapter are to establish the department of transportation's administrative interpretation of section 85.08(5), Wis. Stats., and to prescribe administrative policies and procedures for implementing the elderly and handicapped transportation assistance program for counties authorized under section 85.08(5), Wis. Stats.

TRANS 1.02 County proportionate share; allocation method.

(1) In accordance with the statutory direction in section 85.08(5)(b)1, Wis. Stats., the department shall determine the amount of each county's proportionate share of moneys appropriated in each year for the operation of this program. The amount of money available for allocation in any calendar year shall be the amount appropriated for the fiscal year in which that calendar year begins.

(2)(a) The department shall base its determination of county proportionate shares on the most recent relevant census and statistical data and projections from the U.S. department of commerce, bureau of the census and the Wisconsin department of administration.

(b) For the purposes of determining a county's proportionate share, the department shall include all elderly and handicapped persons who reside in institutions within that county.

(c) Handicapped persons who are age 65 or older shall be counted only once for aid allocation purposes.

(3) The amount of aids allocated to each county shall equal the total amount available for allocation for the calendar year multiplied by the ratio of the number of elderly and handicapped persons in the county to the total number of elderly and handicapped persons in Wisconsin. (The final aids allocation figures for each county and the data and statistics used in making the aid allocations are available for inspection at the department upon request.)

TRANS 1.03 Use of Allocated Aids.

(1) Subject to the conditions and limitations specified in subs. (2) and (3), a county may use the aids allocated under section TRANS 1.02 to:

(a) Continue existing elderly and handicapped transportation projects for which existing federal and state funding sources are no longer available;

(b) Expand existing elderly and handicapped transportation projects; and

(c) Create new elderly and handicapped transportation services.

(2) A county may not use its allocated aids to reduce existing county funds devoted to transportation service to the elderly and handicapped. A county applying for aids allocated under this program shall affirm that it will use the aids for the purposes specified in sub. (1) and that it will not decrease its existing financial support of transportation services for the elderly and handicapped.

(3) (a) The aids allocated under this program may be used for non-capital expenditures for the provision of transportation services to the elderly and the handicapped. Eligible expenditures include, but are not limited to, administrative, managerial and operational expenses.

(b) A county may not use its allocated aids to offset any part of the operating deficit of any urban mass transit system receiving state aid under section 85.05, Wis. Stats.

(c) A county may elect to use its allocated aids to establish a transportation stamp program for the elderly and handicapped. A county may allow the transportation stamps to be used to obtain services from an urban mass transit system.

(d) A county may use its allocated aids to subsidize specialized service within an urban mass transit service area only if the specialized service provider is an entity separate and distinct from the urban mass transit system.  
TRANS 1.04 Accessibility.

A county application for aids shall address the issue of the need for transportation services that are accessible to the mentally and physically handicapped population of that county. A county shall either make efforts to make accessible transportation available to the elderly and handicapped or demonstrate that accessible transportation services are currently available.

TRANS 1.05 Required county share.

A county applying for its allocated aids shall be required to make a local cash match in an amount not less than

10 percent of its aid allocation for that year. The local share shall be a financial contribution; no in-kind services are allowed as part of the local share. The local share shall be an auditable item in the county's system of accounts.

TRANS 1.06 Annual application.

(1) Any county may apply to the department for distribution of its allocated aids. Two or more counties may jointly prepare a single project proposal, but each participating county is required to submit its own application. The department shall distribute the funds upon approval of the application and the execution of a contract by the department and the county. The contract shall provide for a schedule of disbursement of the allocated aids.

(2) Applications for grants of allocated aids shall be submitted to the department no later than January 31 of each calendar year. Applications shall be made on forms prescribed and furnished by the department.

(3) Applications shall include, but not be limited to, a project description, a project budget, a description of how appropriate county agencies, such as committees or commissions on aging and boards created under sections 51.42 and 51.437, Wis. Stats., were involved in the application preparation process, and such other relevant information as the department may require to effectively evaluate the proposal. In addition, the application shall be accompanied by a resolution of the county board authorizing the county to apply for the grant of its allocated aids.

(4) A county applicant shall submit a copy of its application for review and comment purposes to the appropriate regional planning commission, to the appropriate department of health and social services' division of community services' regional office and to appropriate regional health agencies. Comments by such agencies may be submitted to the department no later than the last day of February of each calendar year. A county applicant shall also submit a copy of its application to the appropriate department of transportation district office.

TRANS 1.07 Public hearing.

(1) A county applicant is required to conduct a public hearing so that interested persons in the county may be informed of the proposed project and have an opportunity to express their views before the application is submitted to the department. The applicant shall include in its application a brief description of the hearing (where, when, number attending, etc.), and a summary of the views expressed at the hearing. Any written statements presented at the public hearing shall be submitted to the department along with other documentation from the hearing.

(2) The applicant shall publish notice of the public hearing not less than 10 days prior to the hearing. Copies of the application shall be available for public inspection not less than 10 days prior to the hearing. The published notice shall indicate where copies of the application are available for public inspection.

TRANS 1.08 Reporting Requirements.

(1) All grant recipients are required to maintain records as required by the department. The following information shall be furnished to the department on a quarterly basis on forms provided by the department:

(a) Number of persons served by trip purpose per month;

(b) Number of elderly people, both ambulatory and non-ambulatory, and the number of handicapped people, both ambulatory and nonambulatory, served per month;

(c) A quarterly evaluation of services, including progress, problems and minor changes experienced by each service provider;

(d) Revenues received, including sources; and

(e) Any other information that may be deemed necessary by the department to aid the efficient and effective administration of the program.

(2) All grant recipients are required to submit a final report for each calendar year in which they have participated in the program. The final report shall be submitted to the department by January 15 of the next following year and shall include:

(a) A year-end summary of the quarterly information furnished in the quarterly reports; and

(b) An evaluation of the overall effectiveness of the specialized transportation services in meeting the goals, objectives and standards established by the county for those services.

(3) Each report required under this section shall



bear a statement certifying that:

(a) All state aids received together with the local matching funds have been used in accordance with the terms of the contract and this chapter;

(b) The quarterly and final reports are true and accurate; and

(c) Appropriate accounts and records relating to the program have been maintained by the county and are available to the department for inspection or audit.

(end)