

NOTICE OF PROPOSED GUIDANCE DOCUMENT

DTIM BTLRRH 35

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIM BTLRRH 35, FTA Section 5310, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBTLRRH35>

2. Mailing written comments to:

Division of Transportation Investment Management
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7913
Madison, WI 53707- 7913

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsindot.gov to allow for ongoing comment.

AGENCY CONTACT

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State of Wisconsin Department of Transportation

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Asset and Vehicle Management

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The Wisconsin Department of Transportation (WisDOT) is responsible for monitoring the use of Federal Transit Administration (FTA)-funded real property, facilities and equipment. Assets that are not maintained in a state of good repair present potential risks, including safety, service unavailability and high maintenance and repair costs. As such, WisDOT oversees all assets purchased under WisDOT grant agreements. Asset oversight is provided through an asset inventory, maintenance reviews and inspections.

Requirements

Any programs or activities that receive federal transit funding must comply with asset management requirements. Any agency receiving federal dollars either directly from FTA, indirectly through WisDOT or both, must:

- Track all federal assets from purchase to disposal
- Maintain a complete and accurate inventory list
- Develop and implement a written maintenance plan

Resources

- [Vehicle Disposal Guidance \(NEW BlackCat disposal process\)](#)
 - Note: Contact [WisDOT Asset Manager](#) for disposal of non-vehicle assets.
- [Lease Agreement Instructions - Section 5310](#)
- [Lease Agreement Instructions - Section 5311 and 5339](#)

Forms

Vehicles

- [Lease Agreement Template - Section 5310](#)
- [Lease Agreement Approval Request - Section 5310](#)
- [Lease Agreement Template - Section 5311 and 5339 \(Rural Public Transit\)](#)
- [Section 5310 Quarterly Ridership Report for Vehicle Capital](#)

Maintenance

- [Vehicle Replacement Plan Template](#)
- [Maintenance Plan Template](#)
- [Appendix A. Staff Maintenance Roles and Responsibilities](#)
- [Appendix B. Asset Inventory](#)
- [Appendix C. Proof of Insurance \(provided by the subrecipient\)](#)
- [Appendix D. Maintenance Log](#)
- [Appendix E.1 Vehicle Preventative Maintenance Schedule](#)
- [Appendix E.2 Pre and Post-Trip Inspection Checklists and Vehicle Exterior Damage Chart](#)
- [Appendix E.3 Annual Vehicle inspection Form](#)
- [Appendix E.4 Preventative Maintenance Expense Log](#)

Links

Grant Management Requirements

State of Good Repair and Asset Management

- [Asset Management Guide](#)

MAP-21 Program Fact Sheets

49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

WisDOT Federal Asset Manager

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Contact Information

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