# **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: <u>https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBTLRRH35</u>

2. Mailing written comments to:

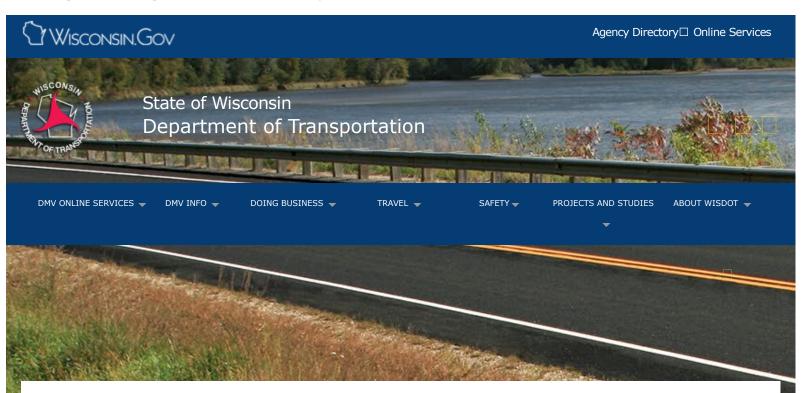
Division of Transportation Investment Management Wisconsin Department of Transportation 4822 Madison Yards Way PO Box 7913 Madison, WI 53707-7913

## WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at <u>wisconsindot.gov</u> to allow

for ongoing comment.

AGENCY CONTACT Kaleb Vander Wiele DOTDTIMGuidanceDocs@DOT.WI.GOV Wisconsin Department of Transportation Asset and Vehicle Management



# Asset and Vehicle Management

Federal compliance

Asset and Vehicle Management

Compliance Site Review (CSR) Program

DBE

Drug and alcohol

Title VI

Transit safety

Transportation coordination

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

- Uehicle 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**

Contact Us

□ Support

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#### Forms/Notices

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