

APPLICATION SCHEDULE

State financial aid is available to counties through the 2012 Specialized Transportation Assistance Program for Counties (authorized by s.85.21). In order to receive aid, a county must provide a cash match and the Wisconsin Department of Transportation must receive a completed application by **December 30, 2011**.

The following schedule is to be followed in submitting the application:

1. Sections A-H of the application are drafted for public review.
2. A submittal letter signed by the County Board Chair, County Executive, County Administrator or designee, which formally applies for the available funds and certifies the availability of the required matching share.
3. Arrangements must be made for allowing input into the application process by those county agencies that provide or sponsor specialized transportation services. At a minimum, a county's Aging Unit must be given this opportunity. If a county has a Transportation Coordinating Committee that includes representatives from these entities, that committee's input meets this requirement.
4. A public hearing on the draft application must be held. Counties are required to hold this hearing **at least 10 days** after notice of the hearing is published and **at least two weeks** prior to the submittal of the application so that public comment can be fairly considered before an application is finalized and submitted.
5. The application must be submitted so that it is received by the Wisconsin Department of Transportation by December 30, 2011. An original and three copies are to be distributed as follows:
 - a. *The original is sent to Wisconsin Department of Transportation; Bureau of Transit, Local Roads, Railroads & Harbors; P.O. Box 7913; Madison, WI 53707-7913.*
 - b. A copy is sent to the appropriate Regional Office of Wisconsin Department of Health Services (see Appendix B).
 - c. A copy is sent to the appropriate Area Agency on Aging (see Appendix C).
 - d. A copy is sent to the appropriate Regional Planning Commission (see Appendix D). **Note:** Counties that are not under a Regional Planning Commission do not submit this copy. (No county submits a copy to the State Clearinghouse.)

Late submission of an application may delay the payment of a county's allocation

A contract will be executed between the Department of Transportation and each county at the time the application is approved. The contract will include, by reference, the county's approved application for 2012, and will be effective from January 1, 2012, through December 31, 2012. Upon complete execution of the contract, payment of the county allocations will be prepared for those counties that have submitted **all required reports for 2012**. Counties that have met all reporting requirements may expect to receive their full allocations in May or June of 2012. Allocations for those counties that have not complied with the reporting requirements will be

held until all outstanding reports are received by the Department. Counties that have not met the application and reporting requirements by June 15, 2012 will have their allocations held until all application requirements are met and outstanding reports transmitted.